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ABSTRACT

This handbook is designed to assist library staff in implementing preservation programs, including first-time binding for pamphlets, monographs, and serials; rebinding; protective housing for deteriorated materials; replacement; and preservation microfilming. Services available from both commercial and in-house sources are described and guidelines are provided for their use. Services offered by the library to non-library customers are also described, and notes on preservation include tips on the proper shelving of books and the cleaning of books and stack areas, as well as suggestions for consciousness-raising among patrons with regard to book preservation. Appended materials include a copy of the Columbia University Libraries Preservation Policy; information on reprographic services and copies of the order form; and copies of preservation training session handouts. The text is supplemented by charts, forms, and illustrations. (EW)

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COLUMBIA UNIVERSITY LIBRARIES

PRESERVATION DEPARTMENT

THE PRESERVATION OF LIBRARY MATERIALS: A CUL HANDBOOK

4th Edition

GUIDELINES AND PROCEDURES

IR052316

MARCH 1987

BEST COPY AVAILABLE

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Carolyn Harris

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INTRODUCTION

The Preservation Handbook is designed to assist library staff in implementing preservation programs, including first-time binding for pamphlets, monographs and serials, rebinding, protective housing for deteriorated materials, replacement, and preservation microfilming. Services available from commercial sources and in-house are described, with guidelines for their use.

All sections of this Handbook are subject to change. All cost figures, specific details on treatment alternatives and procedural instructions are valid only for the Columbia University Libraries.

This Handbook was first issued in 1976 and revised in 1981 and 1983. The fourth edition reflects changes in the CUL preservation program and presents them in a more convenient organizational framework. It should better serve the needs of the Columbia University Libraries in the ongoing process of identifying items in deteriorated condition and determining options for their preservation.

Special thanks go to Elaine Harger, Roberta Chalfant and Sherry Byrne for their revision of this Handbook.

Carolyn Harris, Head
Preservation Department
Columbia University Libraries

CUL PRESERVATION HANDBOOK

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CHAPTER 1: INTRODUCTION TO PRESERVATION TREATMENTS AND SELECTION

The long-term usability and life-expectancy of book materials in any library collection depend a great deal on the type of binding first put around that material, and the physical treatment subsequently provided when the original binding becomes worn or broken. The range of alternatives for binding, rebinding, repair and sophisticated conservation treatment is great, and the costs involved in both the work itself and the necessary pre- and post-treatment processing vary from a few dollars to hundreds or even thousands for very special materials.

Practical decisions about what treatment is best for a given item involve weighing three factors:
-- the actual alternatives available and appropriate, given the physical condition of the item and its probable use;
-- comparative cost figures for the alternatives;
-- the value of the item within the collection as a whole.

The treatment decision must be a kind of acquisitions decision, and the key question is: It will cost the Libraries X dollars to restore this item to usable condition; if we did not already have it, would we spend those X dollars to buy it now? In some cases, this may be a very difficult decision. But, when deterioration threatens hundreds of thousands of volumes with utter extinction, the decision to treat one item inevitably becomes a decision NOT to treat some other, and hard choices must be made.

This section of the Handbook offers technical information about available physical treatment alternatives, guidelines for determining which alternatives are suitable for a given item, and basic cost figures. With this information, collection development and public service staff will be able to decide what should be treated and how it should be treated. The Preservation Department is ready to provide additional technical information, advice and consultation, but the final decision cannot be based on technical factors alone.

Each library unit should have two ongoing routines, one for preparing materials (chiefly serials) for first-time binding; and the other for identifying previously-bound materials in need of rebinding or repair. Actual procedures may vary greatly owing to differences in size of collections and staff, and in the types of materials found in each unit. But the following guidelines are generally adaptable.

GUIDELINES FOR FIRST-TIME BINDING

Unbound materials which are used with any frequency will have a relatively short shelf-life, and thus it is important that every item intended for retention in the collection be bound at the earliest practical moment. Serial or monographic volumes needing first-time binding should be sent to a commercial binder. However, not all unbound materials entering the collection are new

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or have paper strong enough for commercial binding. To TEST FOR PAPER STRENGTH fold the lower corner of page 50 back-and-forth three times. (For volumes less than 100 pages long, fold corner of page located about 1/3 of the way from title page.) If the paper withstands folding and a slight tug it is strong and can be sent for commercial treatment. If paper folds 2 or 3 times but then falls off it is borderline brittle and must be sent to the Conservation Lab for treatment. If the paper breaks easily before 2 folds it is brittle and can only be replaced, filmed, photocopied or boxed.

Serials - When to Bind

In the case of serial publications which are kept permanently in hard copy (i.e., retained when no longer "current" and not replaced with microform backfiles), bind as soon as a bindable volume has been received. A "bindable volume" usually consists of the issues for a particular numbered volume or year, though some may have to be either divided or combined on the basis of size. The rule of thumb is: bind when you have a logical grouping of consecutive issues 1 to 2 inches thick. Materials which are in heavy demand when first received should not be removed for binding, or should be "Rush" bound. Academic schedules must also be taken into account, some library units bind the majority of serials during summer break. Keep in mind, however, that the longer serial issues remain unbound, the greater the probability of damage and loss.

Monographs & Series - When to Bind

Monographs and monographic series volumes which arrive unbound should be bound before they are made available for use, with two exceptions:

-- Items which will not be kept permanently (e.g. multiple copies purchased for reserve use for a single academic year) may not be worth binding. If one or more are to be kept permanently, those copies should be bound at once; and if heavy reserve use is anticipated, it may be cheaper to bind all copies than to replace them as they wear out.

-- Items which are urgently needed for immediate curriculum support may be made available temporarily in paperback, but should be retrieved and bound as soon as the immediate demand is past.

GUIDELINES FOR REBINDING, BOXING, AND REPLACEMENT

Identifying Materials Needing Treatment

Damage to bound volumes resulting from heavy use, misuse, or chemical deterioration may be identified at several points: when materials are ready for cataloging; when gifts are accepted; when materials circulate; when materials are added to or removed from reserve or reference collections; when adjacent materials are shelved; when patrons point out damage; and when shelf-reading, cleaning, or shifting is done. Each library unit has a responsibility to establish a routine for the review of its materials and the determination of appropriate treatment for damaged items identified in the course of any of these activities.

The design of the identification and review process should be tailored to local conditions, but it will in most cases be useful to have:

-- A shelving area set aside, away from open stacks, where damaged materials can be placed for review.

-- One or more persons with designated responsibility for reviewing the materials, deciding on treatment, and forwarding them appropriately on a timely basis.

-- Provisions for restricting from uncontrolled use those materials in such poor condition that they are not likely to survive circulation or photocopying.

How "damaged" an item should be to be set aside for review and treatment will depend in part on local conditions: if thousands of volumes are falling to bits it is impractical to move them all from the open stacks, but those being used regularly should be treated. Priority for treatment must be decided by weighing both condition and probable use: prompt rebinding of an item in heavy demand may prevent further damage, while deteriorated but seldom used items may be given lower priority.

Review Process & Treatment Selection

Deteriorated materials that have been set aside should be reviewed considering three primary variables: the importance of the material to the collection; physical condition (bindable or unbindable); and probable use of the material. First, a decision should be made as to whether the material is important to retain in the collection. Material no longer needed should be withdrawn without any treatment. For example, duplicate copies in poor condition and titles that have been superseded by later editions may be discarded. After the initial weeding process, important material to be retained in the permanent collection should be evaluated in terms of condition and use patterns. The conclusions drawn from weighing these factors will dictate appropriate treatment options.

A. In general, commercial or in-house rebinding is the proper treatment for material that is important to the collection and is bindable. Because binding will extend the useful life of the item, and is economical, it is the recommended long-term treatment option. Little time is required to make this decision. As a preventive measure, the earlier the volume is rebound, the greater the likelihood that the textblock will remain intact. Without its protective cover, a volume will deteriorate quickly.

As a guideline, volumes that have damaged covers (torn spine, loose or detached covers) but have flexible paper (pass the 3-fold test), should be sent for commercial rebinding. Materials that are fragile, have special features, or have borderline brittle paper, provided the sewing and textblock remain intact, should be sent for in-house rebinding. The in-house binding process is done primarily by hand rather than by machine and assembly line methods more common in commercial library binderies. The Conservation Lab also performs some types of paper repair.

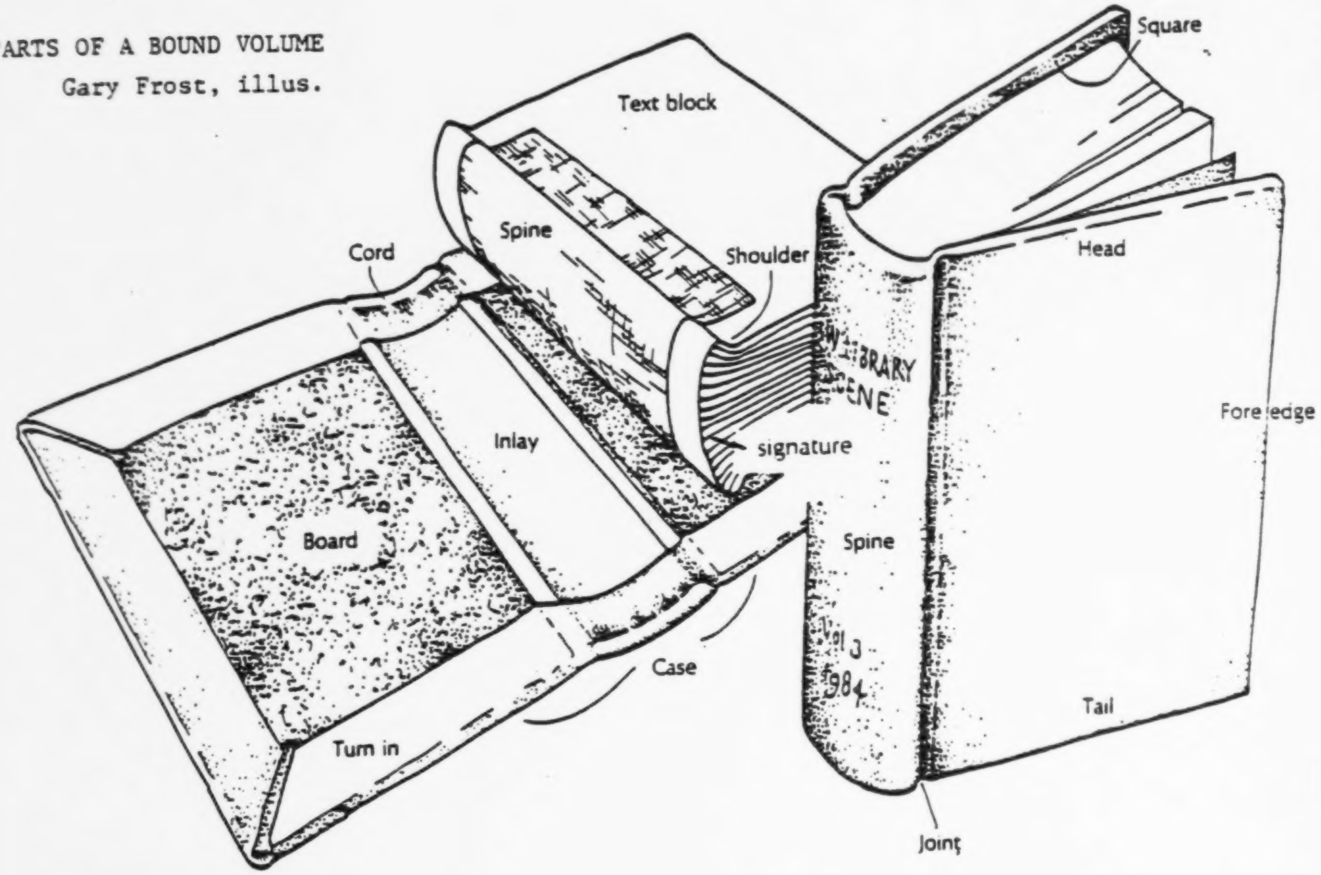
The determination of a volume's bindability can be done effectively by most staff members with a training session from the Preservation Department and some experience. Once the system is established in the library unit, with guidelines understood and uniformly applied by the staff, it may be necessary for a selection officer to review only problem items. More consistency in the selection of treatments will be accomplished if one staff member is responsible for evaluation of condition.

B. Materials that are deemed necessary to the collection but are not bindable (i.e., do not pass the three-fold test) may be replaced, filmed, copies or boxed and their use restricted. Materials can also be boxed if they are not important enough to be replaced, but too valuable to withdraw.

The intellectual content of an unbindable item can be preserved by replacement in hard copy or microform. Replacements are available from publishers, or they can be reproduced in photocopy or microform by CUL Reprographic Services, by other libraries, or outside services. See Chapter 3 for a description of replacement options.

PARTS OF A BOUND VOLUME

Gary Frost, illus.



CHAPTER 2: BINDING/CONSERVATION TREATMENTS AND PROCEDURES

A complex array of factors enters into the choice of the most appropriate treatment for a particular item. Size, condition of paper, width of margins, and probable use are just a few of the characteristics of a volume which must be taken into account.

This chapter describes 1) the treatments available commercially and in-house for the repair, binding, boxing and encapsulation of materials and 2) the procedures library staff must follow in selecting treatments and in preparing materials for treatment. A list of factors to consider while making preservation decisions is provided, along with guidelines for determining spine information, and detailed descriptions of the CUL Binding Slip and Computer Binding Slips with instructions for their use. You will also find information concerning the forwarding of materials, RUSH services, the retrieval of material in-process, and the return of material following treatment.

All staff responsible for making treatment decisions should study each section carefully. Once the staff acquires a working knowledge of this material, the "Reference Guide to Recommended Binding/Conservation Treatments" on pages 25-27 will serve as an easy-to-use guide, requiring only occasional reference to the detailed treatment specifications.

DESCRIPTIONS OF TREATMENTS

The following pages contain detailed specifications for all the treatments available from commercial binders and in-house repair. Material sent for any of the following treatments must be accompanied by a properly filled-out binding slip.

NAME:	O & T Class A and Rebind (Monographs)
BINDER:	Ocker & Trapp Library Bindery, Emerson, N.J.
RECOMMENDED FOR:	Monographs over one inch in thickness; all rebinds; volumes with fold-outs, loose materials, narrow margins or other special features, thick or glossy paper; heavily used items intended for permanent retention.
BASIC PRICE:	Height to 12" 6.60 Over 12" to 14" 9.15 Over 14" to 16" 14.00 Over 16" to 18" 27.00 Over 18" to 20" 37.00 Over 20" to 22" 46.00 Over 22" to 24" 62.00 Over 24" to 26" 84.00 Extra charges for heights over 26", after every 2nd inch add $18.00
SIZE LIMITS:	2" thick; no minimum limits. Extra charges for thickness over 2": 2" - 3" .... $1.00 3" - 4" .... $3.00 4" - 5" $6.00
DESCRIPTION:	Traditional library binding, sturdy reinforced covers in many colors of buckram. Paperback covers bound in. Original sewing saved when textblock is intact ($2.00 extra charge); "sewn through folds" on request when signatures are present but are unsewn or sewing is broken; otherwise adhesive bound or oversewn.
COLOR CHOICE:	Full range of colors available; see O & T swatch booklet.
LETTERING:	White or black. Extra charge of $.25 per line for author/title exceeding 40 characters.
SPECIAL FEATURES:	Full collation, including re-folding maps as necessary. (Folded material must be noted on binding slip.) Pockets available for loose or accompanying material. Extra charges between $2.00 and $5.80 per pocket. "Save original sewing" and "Sew through folds" available. Valuable, borderline brittle items can be whip-stitched. Volumes in a set can be matched. Extra charge of $1.50 per binding. Leaf guards for stiff leaves at $.25 per page. Paperback covers bound in. Tattletapes inserted by binder.
TURN-AROUND-TIME:	6-8 weeks, including in-house processing
RUSH SERVICE:	2-3 weeks, including in-house processing.

06/87

NAME: O & T Pamphlet Binding

BINDER: Ocker & Trapp Library Bindery, Emerson, N.J.

RECOMMENDED FOR: New paperback monographs, or single serial issues, not exceeding one inch in thickness.
Volumes printed on non-glossy paper & requiring no special treatment or handling. Suitable for volumes with folded material and flaps. Not for rebinds.

BASIC PRICE: $4.10 per binding.

SIZE LIMITS: 14" high, 1" thick maximum, no minimum.
Extra charge of $1.00 per inch for height over 12" up to 14".

DESCRIPTION: Adhesive bound using double fanned method.
Save original sewing.
Sewn through folds when possible.
Square-backed in sturdy covers with linen-finish, grade C buckram, no choice of color; paperback covers bound in.
Pamphlets are not trimmed.

COLOR CHOICE: None.

LETTERING: White.
Lettering over 5 horizontal lines extra charge of $0.25 per line; if same is vertical $1.00 to $2.00 per line.

SPECIAL FEATURES: Good for very thin volumes, including 1- or 2-page items.
Good for volumes with narrow margins, since "no trim" is a standard feature.
Not for:
- volumes over 1" thick
- volumes needing pockets for loose material
- volumes with glossy or thick paper
- volumes needing collation
- rebinds

Paperback covers bound in and flaps with text retained upon request. Extra charge for leaf guards for stiff covers is $0.25 per cover.
Tattletapes inserted by binder.

TURN-AROUND-TIME: 6-8 weeks including in-house processing

RUSH SERVICE: 2-3 weeks, including in-house processing.

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NAME:	**O & T Serial Pamphlet**
BINDER:	Ocker & Trapp Library Bindery, Emerson, N.J.
RECOMMENDED FOR:	A single issue of a serial title, an index volume, or an annual that measures less than 1" in thickness. Volumes printed on non-glossy paper & requiring no special treatment. Not for rebinds.
BASIC PRICE:	$4.60 author, title, call no.
SIZE LIMITS:	12" high, 1 1/2" thick maximum, no minimum. Extra charge of $.60 per inch for height over 12" up to 14".
DESCRIPTION:	Identical to regular O & T Pamphlet binding. Limited color choice available.
COLOR CHOICE:	5 colors available. (The 2-letter code must be used): RD = Red BR = Brown BK = Black GN = Green BU = Blue GY = Grey
LETTERING:	White. Extra charge of $.25 per line for author/title exceeding 40 characters.
SPECIAL FEATURES:	Allows single serial issues to be bound inexpensively and matched to other volumes. Both pre-printed O & T Computer Binding Slips & CUL Binding Slips may be used. Sew through folds. Not for rebinds. Not for binding more than one issue. Not to be used for thick volumes or items with folded or loose material, glossy or thick paper, or narrow outer margins. No collation. Tattletapes inserted by binder.
TURN-AROUND-TIME:	6-8 weeks including in-house processing.
RUSH SERVICE:	2-3 weeks including in-house processing.

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NAME:	ICI Flexbind *
BINDER:	Information Conservation, Inc., Horsham PA
RECOMMENDED FOR:	New paperback monographs, or single serial issues, not exceeding one inch in thickness. Volumes printed on non-glossy paper and requiring no special treatment or handling. Not for rebinds.
BASIC PRICE:	$3.50
SIZE LIMITS:	16" high, 1" thick maximum, no minimum. Extra charge of $.75 per inch for height over 12" up to 16".
DESCRIPTION:	Adhesive bound using Ehlermann double fanned method; sewn through folds when possible. Square-backed in sturdy boards covered with Scottek C paper, no choice of color. Paperback covers bound in.
COLOR CHOICE:	None.
LETTERING:	White. Extra charge of $.40 per line for titles exceeding one horizontal line, and $1.00 per line for those over one vertical line.
SPECIAL FEATURES:	Good for very thin volumes, including 1- or 2-page items. Not for: volumes over 1" thick volumes with folded or loose material volumes with narrow margins volumes with glossy or thick paper volumes needing collation rebinds Paperback covers always bound in. Tattle taped by binder.
TURN-AROUND-TIME:	6-8 weeks, including in-house processing.
RUSH SERVICE:	None.

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* Please note that as of 1/1/87 I.C.I. is called Library Bindery Company of Pennsylvania (LBC). Throughout this edition of the CUL Handbook, however, the company will be refered to as I.C.I.

NAME: O & T Standard (Serials)

BINDER: Ocker & Trapp Library Bindery, Emerson, N.J.

RECOMMENDED FOR: Heavily used serials requiring standard collation; serials with loose or folded materials & requiring special treatment or attention; serials with glossy paper or narrow margins. Oversewn volumes can have additional issues inserted without loss of inner margin.

BASIC PRICE:

Height to 14"	$8.20
Over 14" to 16"	17.00
Over 16" to 18"	27.00
Over 18" to 20"	37.00
Over 20" to 22"	46.00
Over 22" to 24"	62.00
Over 24" to 26"	84.00

Extra charges for heights over 26", after every 2nd inch add $18.00.

SIZE LIMITS: 14" high, 2" thick.

Extra charges for thickness over 2":

2" to 3" $1.00
3" to 4" 3.00
4" to 5" 6.00

DESCRIPTION: Traditional library binding; sturdy reinforced covers in many colors of buckram.
Usually oversewn; sewn through folds on request; adhesive binding occasionally used for narrow inner margins.

COLOR CHOICE: Full range of colors available; see O & T swatch booklet.

LETTERING: White.
Extra charge of $.25 per line for spine info. exceeding 40 characters.

SPECIAL FEATURES: Pre-printed computer binding slips available.
Full collation, including re-folding maps as necessary. (Folded material must be noted on binding slip).
Pockets available for loose or accompanying material. Extra charge between $2.00 and $5.80 per pocket.
"Save original sewing" and "sew through folds" available for $2.00 extra.
Good for volumes with glossy paper.
Stubbing available for odd-sized issues.
Tattletapes inserted by binder.

TURN-AROUND-TIME: 6-8 weeks, including in-house processing

RUSH SERVICE: 2-3 weeks, including in-house processing.

06/87

NAME: O & T Economy (Serials)

BINDER: Ocker & Trapp Library Bindery, Emerson, N.J.

RECOMMENDED FOR: Moderately used serials requiring no collation or special treatment. Not appropriate for volumes with thick or glossy paper, narrow margins, or fold-outs.

BASIC PRICE:

Height to 14"	$7.70
Over 14" to 16"	16.00
Over 16" to 18"	27.00
Over 18" to 20"	37.00
Over 20" to 22"	46.00
Over 22" to 24"	62.00
Over 24" to 26"	84.00

Extra charges for heights over 26", after every 2nd inch add $18.00.

SIZE LIMITS: 14" high, 2" thick.

Extra charges for thickness over 2":
2" to 3" $1.00
3" to 4" $3.00
4" to 5" $6.00

DESCRIPTION: Traditional library binding with minimum quality rounding & backing; sturdy covers in 17 colors of buckram.
Adhesive bound.

COLOR CHOICES: Limited color choice: (numbers refer to O & T swatch booklet): 182, 189, 192, 290, 478, 480, 490, 494, 563, 588, 598, 783, 798, 823, 860, 958, 990.

LETTERING: White.
Extra charge of $.25 per line for spine info. exceeding 40 characters.

SPECIAL FEATURES: Pre-printed computer binding slips available.
No collation, bound as received.
Tattletapes inserted by binder.

TURN-AROUND-TIME: 6-8 weeks, including in-house processing

RUSH SERVICE: 2-3 weeks, including in-house processing.

06/87

NAME: O & T Custom (Serials)

BINDER: Ocker & Trapp, Library Bindery, Emerson, N.J.

RECOMMENDED FOR: Serial volumes which need extensive collation or unusual handling (e.g., rearranging title pages, indexes, issues, etc.).
For a limited number of special materials only.

BASIC PRICE:

Height to 14"	10.80
Over 14" to 16"	18.75
Over 16" to 18"	27.00
Over 18" to 20"	37.00
Over 20" to 22"	46.00
Over 22" to 24"	62.00
Over 24" to 26"	84.00

Extra charge for heights over 26", after every 2nd inch add $18.00.

SIZE LIMITS: 14" high, 2" thick.
Extra charges for thickness over 2":

2" to 3"	$1.00
3" to 4"	3.00
4" to 5"	6.00

DESCRIPTION: Traditional library binding; sturdy reinforced covers in many colors of buckram.
Usually oversewn; sewn through folds and save original sewing on request; adhesive binding occasionally used for narrow inner margins.

COLOR CHOICE: Full range of colors available; see O & T swatch booklet.

LETTERING: White, black, or gold.

SPECIAL FEATURES: Pre-printed computer binding slips available.
Page-by-page collation by binder. (Folded material should be noted on binding slip.)
Pockets can be made for loose material for $1.70 minimum extra charge.
Head and tail lines, extra charge $0.60 per line.
Colored paper labels, extra charge $7.00 per label. Colored leather labels are $14.00 per label.
Tattletapes inserted by binder.

TURN-AROUND-TIME: 6-8 weeks, including in-house processing

RUSH SERVICE: 2-3 weeks, including in-house processing.

06/87

NAME: ICI Standard (Serials)

BINDER: Information Conservation, Inc., Horsham PA

RECOMMENDED FOR: Heavily used serials requiring standard collation; serials with loose or folded materials & requiring special treatment or attention; serials with glossy paper or narrow margins.

BASIC PRICE: $7.15
See ICI price list for all extra charges.

SIZE LIMITS: 12" high, 2" thick
Extra charge of $.75 per inch for height over 12".
Extra charge of $1.50 per inch for thickness over 2".

DESCRIPTION: Traditional library binding; sturdy reinforced covers in many colors of buckram.
Sewn through folds if signatures present; otherwise oversewn or adhesive bound.

COLOR CHOICE: Full range of colors available; see ICI swatch booklet.

LETTERING: White.
Extra charge of $.40 per line for spine info. exceeding 5 lines.

SPECIAL FEATURES: Pre-printed computer binding slips available.
Full collation, including re-folding maps as necessary. (Folded material must be noted on binding slip).
Pockets available for loose or accompanying material for $3.50 minimum extra charge.
"Save original sewing" and "sew through folds" available on request, $2.00 extra charge.
Good for volumes with glossy paper.
Stubbing available for odd-sized issues.
"No Trim" option costs $.50 extra.
Tattle taped by binder.

TURN-AROUND-TIME: 6-8 weeks, including in-house processing

RUSH SERVICE: None.

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NAME: ICI Economy (Serials)

BINDER: Information Conservation, Inc., Horsham PA

RECOMMENDED FOR: Moderately used serials requiring no collation or special treatment. Not appropriate for volumes with thick or glossy paper, narrow outer margins, or fold-outs.

BASIC PRICE:- $6.75

SIZE LIMITS: 12" high, 2" thick
Extra charge of $.75 per inch for height over 12".
Extra charge of $1.50 per inch for thickness over 2".

DESCRIPTION: Square-backed library binding with sturdy covers in 5 colors of Roxite C cloth.
Adhesive bound using Ehlermann double-fanned method.

COLOR CHOICE: Red (#10); Green (#30); Blue (#40); Brown (#60); Black (#70).

LETTERING: White.
Extra charge of $.40 per line for spine info. exceeding 5 lines.

SPECIAL FEATURES: Pre-printed computer binding slips available.
No collation, bound as received.
Limited color choice.
Tattle taped by binder.

TURN-AROUND-TIME: 6-8 weeks, including in-house processing

RUSH SERVICE: None.

10/86

NAME: **O & T Preservation Case**

BINDER: Ocker & Trapp Library Bindery, Emerson, N.J.

RECOMMENDED FOR: Monographs or serials that can't be replaced; are too brittle for rebinding or repair; too deteriorated to stand upright without support; and too valuable to the collection to withdraw; not suitable for heavily used materials.

BASIC PRICE:

Height to 12"	$9.40
Over 12" to 14"	11.50
Over 14" to 16"	16.70
Over 16" to 18"	24.00
Over 18" to 20"	32.50
Over 20" to 22"	41.00
Over 22" to 24"	49.50

SIZE LIMITS: 2 1/2" thick; no minimum limits.
Not recommended for very large materials.

DESCRIPTION: Cloth-covered phase box made of sturdy archival materials: gray buckram-covered boards lined with acid-free paper; custom-made to fit individual volumes; velcro closures.

COLOR CHOICE: Gray C-grade buckram. Full range of colors available for $3.00 to $5.00 extra per case; see O & T swatch booklet.

LETTERING: White.
Extra charge of $.25 per line for author/title exceeding 40 characters.

SPECIAL FEATURES: Item need not leave the library, although O & T prefers that volume itself be sent to ensure perfect measurement. If sending measurement in lieu of book, indicate width, height & spine (W x H x S) measurements on binding slip, rounding up to next 1/16".
Volumes in which spine and fore-edge measurements vary (e.g., loose-leaf folders or badly warped volumes) can have a special case made for $2.00 extra. Write in "Fore-edge thickness ___inches" in Special Instruction box on binding slip, just below measurements.
Case tattletaped by binder (leaving tattletaping of the material itself to the discretion of each library unit).

TURN-AROUND-TIME: 6-8 weeks, including in-house processing

RUSH SERVICE: 2-3 weeks, including in-house processing.

06/87

NAME: O & T Drop Case

BINDER: Ocker & Trapp Library Bindery, Emerson, N.J.

RECOMMENDED FOR: Valuable materials -- rare books, prints, manuscript materials, oversize volumes, etc. -- which should be protected and supported in original condition.

BASIC PRICE:

Height to 12"	35.50
Over 12" to 14"	42.00
Over 14" to 16"	47.00
Over 16" to 18"	53.50
Over 18" to 20"	63.00
Over 20" to 22"	75.00
Over 22" to 24"	89.00
Over 24" to 26"	115.00
Over 26" to 28"	130.00

Over 28" add $15.00 for each additional 2".

SIZE LIMITS: None.

DESCRIPTION: Sturdy cloth-covered clam shell box, designed to provide ample support for valuable material and custom-made to fit individual volumes. Limited color choice available.

COLOR CHOICE: Black, blue, red, green, tan.

LETTERING: White, black, or gold.
Spine labels available for $6.00 extra (paper) or $11.00 extra (leather).

SPECIAL FEATURES: Item does not leave library. O & T representative will measure item on site.

TURN-AROUND-TIME: Varies, 2-3 months

RUSH SERVICE: None.

06/87

NAME:	Archival Pamphlet
BINDER:	Conservation Lab, 106 Butler Library
RECOMMENDED FOR:	Single signature material that is too brittle for binding, which can't be replaced or filmed, and which should remain in collection in hard copy. Suitable for thin items that can't stand on shelf without support. Not suitable for heavily used or circulating materials.
BASIC PRICE:	Approximately $7.00 - $10.00
SIZE LIMITS:	12" high, 1/4" thick maximum.
DESCRIPTION:	Material sewn onto cloth spine strip which is then adhered to acid-free boards and cloth spine.
COLOR CHOICE:	None.
LETTERING:	Call no. only, applied with Se-lin label.
SPECIAL FEATURES:	Provides minimum support for thin, brittle items. Material must be accompanied by a CUL Binding Slip.
TURN-AROUND-TIME:	6-8 weeks
RUSH SERVICE:	Limited one-week service available.

4/86

NAME: In-House Repair/Recase/Reback

BINDER: Conservation Lab, 106 Butler Library

RECOMMENDED FOR: Damaged materials that are unsuitable or too fragile for commercial binding. This material has borderline brittle paper; that is, it will only give 2 or 3 folds on the 3 fold test (see pages 2, 24) and the textblock and sewing are intact. Volumes with damaged covers or spines.
Damaged materials needing minor paper repairs, loose leaves tipped in, etc.

BASIC PRICE: Varies, depending on time required. Estimated cost is approximately $17-$20 per volume for rebinding.

SIZE LIMITS: None

DESCRIPTION: Wide variety of treatments suited to condition, at discretion of conservation staff unless specific instructions are included.
Includes: mending torn leaves, tipping in up to 6 loose leaves, repairing broken covers, recasing.
May involve re-casing in buckram. Original covers or spine can be reapplied in some instances.
Up to 6 loose leaves can be tipped in.
Pockets made for loose materials.

LETTERING: Call no. applied with Se-lin label. Library can request Se-lin labels for author and title. Indicate label desired in the "Shelf Processing Instructions" section of CUL binding slip. Labels can accomodate only 12 characters across.

SPECIAL FEATURES: Consultation available if needed.
Material must be accompanied by CUL Binding Slip.
Tattletapes inserted during binding repair.

TURN-AROUND-TIME: 6-8 weeks, including in-house processing

RUSH SERVICE: Limited one-week service available.

4/86

NAME: Special Repair

BINDER: Conservation Lab and outside services

RECOMMENDED FOR: Extremely valuable, irreplaceable materials which should be restored to good original condition if possible.

BASIC PRICE: Varies widely depending on time and materials.

SIZE LIMITS: None

DESCRIPTION: Highly specialized treatment, determined by consultation between library unit staff and the Conservator. May include: disbinding, washing, deacidification, paper repairs, rebuilding or replacing failed structures.
May involve use of outside conservator if funds are available.

LETTERING: To library unit specifications.

SPECIAL FEATURES: Complete customized work.

TURN-AROUND-TIME: Varies depending on type of treatment.

RUSH SERVICE: None.

4/86

NAME: Mylar Encapsulation

BINDER: Conservation Lab, 106 Butler Library

RECOMMENDED FOR: Single sheets -- prints, maps, charts, posters, broadsides, manuscript leaves, clippings, disbound volumes, etc. -- which need support and protection for storage, handling or display. (NOT for use with unfixed pencil, charcoal or pastels).
Particularly suitable for brittle sheets.

BASIC PRICE: Variable, depending on size.

SIZE LIMITS: Up to 36" x 36". Proper flat storage for heavy or oversized material must be provided.

DESCRIPTION: Transparent envelope of flexible polyester film, ultrasonically sealed on all four sides. Encapsulated items can be easily removed from protective envelope if necessary, but will otherwise remain protected from the elements. Fragile or brittle sheets may be handled safely and viewed on both sides.

LETTERING: None. Identifying labels may be made in advance and sealed inside mylar with material or affixed to the outside of the mylar envelope without damaging encapsulated document. All labels must be of buffered permanent/durable paper.

SPECIAL FEATURES: A reversible option whereby item may be easily removed, should further treatment be necessary.
Can be sealed on two or three sides only, on request, to facilitate removal for display or examination.
Bindings available for encapsulated leaves, either as O & T Class A or post-binding. Thin volumes, particularly illustrated volumes, may be encapsulated and bound in this manner.
To speed up the process, staff from departmental libraries may do their own encapsulation under supervision of the Preservation Department.

TURN-AROUND-TIME: 6-8 weeks in-house

RUSH SERVICE: None.

4/86

FACTORS TO CONSIDER IN SELECTION OF TREATMENT

Margins

In order to assure that no text will be lost during the binding process, consider margin width when choosing a treatment. The margins of a page are the blank areas at the top, bottom, and each side of the printed area. The area along the center of the book is the inner margin; the area at the outside edge is referred to as the outer or fore-edge margin.

Most commercial binding operations decrease the width of margins. The outer margins (top, bottom, and fore-edge) are affected by trimming, a routine procedure for all volumes, which involves cutting off approximately 1/8" from all three outer margins. The trimming of outer margins is not generally desirable because margins protect the printed area of a page from direct contact with the elements.

The inner margin is affected by the type of leaf attachment selected:

A. Oversewing (sometimes used in O & T Standard, O & T Class A, and ICI Standard bindings) decreases the inner margin by more than 1/4".

B. Adhesive binding (used in O & T Economy, O & T Pamphlet, ICI Budget and ICI Flexbind, as well as occasionally in O & T Standard, O & T Class A, and ICI Standard) requires that approximately 1/8" of the inner margin be cut away.

C. Sewing through the folds, or saving the original sewing if it is still intact (available only in O & T Standard, O & T Class A/Rebind, O & T Pamphlet, O & T Serial Pamphlet, and ICI Standard), uses up none of the inner margin and keeps it wholly intact.

Before choosing a treatment, examine margins throughout the volume. Unless outer margins must be trimmed always request "No Trim" on the binding slip, also alert bindery to narrow inner margins whenever they are less than 1/2". If the printed area extends across two pages, check "Sew through folds" or "Save original sewing," as appropriate. CUL prefers not to trim volumes unless absolutely necessary, i.e. volumes have been received from publisher with uncut pages.

Note: this special handling is not available for O & T Economy, ICI Flexbind, or ICI Budget bindings.

Glossy Paper

Paper with a glossy or coated finish is difficult to bind, especially if stock is stiff and heavy. Adhesive binding does not work well with such paper; therefore, do not use O & T Pamphlet, ICI Flexbind, O & T Economy, or ICI Budget bindings. Use a sewn binding or save original sewing for glossy or thick paper: O & T

Standard, O & T Class A Monograph, O & T Pamphlet or ICI Standard bindings.

Folded Materials

Check each volume carefully for folded maps, tables, or illustrations which are to be bound into the volume. When found, check "Watch for folded material" in the "Special Instructions to Binder" area of the binding slip. Check the "Do Not Trim" box. Folds will be trimmed off if the binder is not alerted. Volumes containing folded material may NOT be sent for ICI Flexbind.

Loose Materials

Check each volume carefully for loose maps, charts, microform inserts, or other accompanying materials. For material which can be bound in, check the "Bind in Errata/loose leaves at page ___" box on the binding slip. Other types of loose material may require a buckram pocket which can be added to the back of the volume. Check "Pocket for loose materials."

Torn, Loose, or Missing Leaves, Tip Ins and Photocopies

Several options are available for treating volumes with torn or ragged leaves. Repairs are to be executed only in the Conservation Lab never in the library unit. All defects to leaves must be treated before the volume is sent out for binding/rebinding. Torn leaves will only get worse if not treated immediately.

A. Torn or loose leaves: If the volume is intact, with only a few minor tears, send to 106 Butler for in-house paper repair. Indicate page numbers of those needing attention. If the tears are major or extensive, it may be advisable to photocopy the damaged leaves by the method described below and have them tipped in to the bound volume. Insertion of less than 6 leaves may be sent for in-house tip in. Insertion of more than 6 leaves must be sent to a commercial binder for rebinding.

B. Missing leaves: Photocopy on acid-free paper the missing or damaged leaves from a second copy. The photocopy should be double-sided, with both sides in line with each other. The outer and bottom margins must be identical to those in the original. Leave ample binding margin at the inner edge (1/2" or more). Again, insertion of less than 6 leaves may be sent for in-house tip in and insertion of more than 6 leaves must be sent to a commercial binder for rebinding.

Size Changes in Serial Titles

From time to time, serial publications may change their height, width, or format, either for a one-time special issue or on a permanent basis, and some publishers regularly issue serials with slight size variations. When issues of differing size are bound together in the same volume extra strain can be placed on the binding, extra costs are involved for stubbing, and larger issues can deteriorate rapidly due to uneven support.

For permanent changes in size of a serial, the computer binding slip must be reformated, and issues in the new size must be bound separately, even if this entails spliting a volume.

Special issues, supplements, and serials which regularly vary in size, can either be bound separately or together. If bound together, size should not vary much over 2" in either height or width, unless the odd issue is smaller than others and thin.

Volume Thickness

Volumes more than 2" thick are difficult to handle and photocopy, do not open flat, and the weight of the book block places strain on the spine. Very thick books are more expensive to bind and usually require rebinding sooner than thinner volumes. Whenever possible volumes should be kept under 2" thick. In order to do so it may be necessary to divide one thick volume into two volumes at some logical point within the text. If you do this make a photocopy of the title page and have copy bound into the second half of the split volume.

Paper Covers

The covers of paperback books are always bound in. The folded inside flaps found on some paperback covers may be saved when necessary by checking appropriate Special Instruction box on the binding slip.

Brittle paper wrappers or covers are not bindable, and should be replaced with photocopies supplied by the library unit when the volume is bound. Make a note in Special Instruction area to "Bind in the photocopied covers," and to "Discard original covers."

Rebinds

All bindable volumes with damaged covers or spines should be sent for rebinding. Those volumes with strong, flexible paper should be sent for O & T Rebind. Serial volumes may be sent for rebinding as either O & T Rebind or Standard Binding. Please check the inner margin to make sure that there is ample width for rebinding without loss of text.

Volumes with borderline brittle paper may be sent for in-house rebinding, provided the sewing is intact with not more than 2 sections loose. In some cases however, broken text blocks can be sewn together.

Please forward all material in its original covers. Do not remove the covers when sending volumes for rebinding.

Brittle Paper

Brittle paper is all too common in books published in the 19th and 20th centuries; it is the result of chemical impurities found in book paper coupled with the effects of heat, light, and air pollution. Many volumes are too brittle to be bound or rebound, and the physical treatment of such material is impossible.

A simple test of paper strength is the three-fold test: fold the lower corner of page 50 back and forth three times; if it breaks or tears before the 3rd fold, the paper is too brittle for commercial binding. Paper which breaks or tears between the second and third fold may be suitable for in-house rebinding if the sewing is still intact.

For materials which do not pass the three-fold test and are, therefore, too brittle to be bound, the following alternatives should be considered (see also Chapter 3):

Replacement - an item may be replaced by:

1. Paper copy - if a reprint is available, or a later edition acceptable, replacement is preferable to treatment.

2. Microform copy - if no reprint exists and it is important that the specific edition be kept, a microform copy should be considered. This may be available commercially or may be produced in-house. For guidelines, see Chapter 3.

Protective Enclosure - if a replacement is unavailable, physical protection of the volume should be considered:

1. Phase Box (O & T Preservation Case) - a protective enclosure made of acid-free materials which completely encloses the original volume. (See page 15).

2. Box (O & T Drop-Case) - a rigid enclosure providing sturdy support and protection; only for valuable and rare materials; $34 and up. (See page 16).

3. Encapsulation - provides excellent protection for single sheets. Entire volumes can be encapsulated and bound. This is particularly suited for brittle material with color illustrations. (See page 20).

Withdrawal - in some cases, the material may be duplicated elsewhere or is not essential to the collection. The cost of replacement or protection may be unjustified, leaving withdrawal from the collection as the reasonable option.

REFERENCE GUIDE TO RECOMMENDED BINDING/CONSERVATION TREATMENTS

The following lists, one for monographs and one for serials, give general guidelines for choosing treatments for various types of materials.

MONOGRAPHS

Factors:	Treatment:
Over 1" thick or 12" high	O & T Class A
Less than 1" thick or 12" high, with no special features	O & T Pamphlet ICI Flexbind
Glossy or stiff paper	O & T Class A
Books with narrow inner margin	O & T Class A: "Adhesive bind" or "Sew through folds", if applicable. O & T Pamphlet ICI Flexbind
Books with narrow outer margins (text or illus. extending close to any edge of page)	O & T Class A O & T Pamphlet: "Do Not Trim"
Illustrations that span the inner margin	O & T Class A: "Sew through folds", if applicable.
Folded charts or illustrations	O & T Class A, O & T Pamphlet: "Watch for folded material" & "Do not trim", if applicable.
Books with loose leaves/loose material:	
Less than 6 leaves	In-house: "Tip in loose leaf"
More than 6 leaves	O & T Class A: "Bind in loose leaves at page __"; or "Pocket for loose material".

Torn or ragged leaves	In-house paper repair; or photocopy torn leaves & a) send for In-house tip in or b) send for O & T Class A rebinding, depending on extent of damage.
Rebinds:	
Strong flexible paper sewing intact or broken	O & T Class A/Rebind ("Save orig. sewing" if sewing intact)
Slightly brittle paper	
sewing intact	In-house rebinding
sewing broken	In-house rebinding
Brittle paper	See page 24

SERIALS

Factors:	Treatment:
Heavily used volume	O & T Standard ICI Standard
Some collation required, and/or special handling needed (folded or loose material, no trim)	O & T Standard ICI Standard: "Do not trim", "Watch for folded material", etc.
No collation needed, item less heavily used	O & T Economy ICI Budget
Glossy or stiff paper	O & T Standard ICI Standard
Irregular sized issues	Bind each separately; or group in consecutive, like-sized issues & bind O & T or ICI Standard: "Do not trim".
Thin volume, single issue only	Any serial binding; Or: O & T Serial Pamphlet or ICI Flexbind (no color choice for Flexbind)

Inserting a single, missing issue into an already bound volume	If insert is less than 6 leaves, send for In-house tip in. If all inner margins are wide, send with bound vol. for O & T or ICI Standard rebinding. If inner margins are too narrow, bind issue separately: Any serial binding; or O & T Serial Pamphlet or ICI Flexbind (no color choice for Flexbind)
Torn or ragged leaves	In-house paper repair; or photocopy torn leaves & a) send for In-house tip in, or b) send for O & T Standard or ICI Standard rebinding, depending on extent of damage.
Rebinds:	
sewing broken	O & T Standard or ICI Standard
sewing intact	O & T Standard or ICI Standard: "Save original sewing" (Do not remove covers when sending rebinds).
Brittle paper	See page 24

PREPARATION OF BINDING SLIPS

After selecting the best treatment alternative, a binding slip must be prepared and forwarded along with the material. This section describes:

-- How to select the information that is to appear on the spine of the bound volume, and how to record it on the binding slip.

-- How the CUL Binding Slip is to be used for both commercial and in-house treatment, including detailed instructions for filling out the form.

-- Automated Serials Binding Systems. How to fill out the Computer Binding Slips.

-- How to forward material for treatment.

SELECTING INFORMATION FOR SPINE

Author, title, variable information, and call number are stamped on the spines of commercially bound volumes. These data facilitate accurate shelving and assist readers in locating material. The call number is the most essential ingredient, with brief identifiers for author and title further facilitating the search.

Authors & Titles The author and title information appear approximately three quarters of the way up the spine, near the head of the volume.

For reasons of space, economy, and legibility, the spine cannot always duplicate the full catalog entry. Key words or distinctive portions of a bibliographic entry can be selected to provide adequate identifying information. Any abbreviations of titles must reflect the actual title in a comprehensible manner.

Two factors should guide the choice of a binding title: brevity and distinctiveness. The following guidelines will help binding staff apply these factors to the selection of spine data.

NOTE: Binding titles are stamped in capital, Roman letters only. Non-Roman characters will not appear on spines unless transliterated.

Monograph Spines

Maximum: 40 characters for author & title

A. Works of single authorship: Use author's last name only (the first name should never appear on spine) plus the title.

B. Works of multiple or corporate authorship: Use the last name of the first listed author; or a shortened form of the corporate name; or title only. Omit corporate bodies whenever possible.

C. Do not use subtitles unless they make overly general titles more specific.

For example: Atlas of the Earth's Resources: Africa

D. Do not try to abbreviate titles in a language unfamiliar to you. If title must be shortened, replace words in the middle of the title with an ellipsis. Always include author's last name in these instances.

For example: author - IBN RAJAB, 'Abd al-Rahman ibn Ahmad, 1336-
title - Fadl ilm al-salaf 'ala 'ilm al-khalaf.

could be shortened for spine lettering to...

author - IBN RAJAB title - Fadl ilm al-salaf...al-khalaf

E. If the 40 character limit is still exceeded by following these guidelines, shorten in one or more of the following ways:

1) Always omit initial articles ("A", "The", "An" and foreign language equivalents)

2) Omit less important portions of long titles, retaining the first significant word, if possible. The size of the typeface on the title page or paperback cover is sometimes a useful clue. An ellipsis ("...") should be used to indicate omission in the middle of a title. Do NOT use an ellipsis at the beginning or end of a title.

Example: title - Report submitted to the Governor by the Transportation Board's Special Committee to Study Highway Safety

use - Report... on Highway Safety

3. Use "&" for "and"

4. Use abbreviations (omitting the period "."). See page 33 for a list of standard abbreviations.

5. Omit title

6. Omit author

Serial Spines

Maximum: 5 lines of up to 8 characters each

Shorten title information according to the above guidelines. Consistency in serial titles is important: once a binding title has been established, it should be used consistently on later volumes unless: 1) the serial title itself changes significantly or 2) a previously established binding title is too long or complex and needs shortening. Do not use corporate authors.

VARIABLE INFORMATION

Format

Volume numbers or dates are stamped halfway up the spine, midway between the author/title and the call number. Arabic numerals must always be used.

NOTE: Monographs often have a date following the call#. Date is part of the call# and must not be treated as variable information.

The word "volume" is usually not indicated on the spine. If it must appear, abbreviate as "v."

Variable information should be formatted to conform with the guidelines given below. (From the Binding Procedures Committee *Report*, 2/11/80):

A. List each element of variable information on a separate line in the following order: (1) volume (2) numbers, parts, or pages (3) months (4) year. Use as few of these elements as possible. It is usually only necessary to list volume number and year.

B. When volume covers *one* calendar year:

v. 26 covers January to December 1985 = 26
1985

C. When volume covers *parts of two* calendar years, such as an academic or fiscal year:

v. 26 spans from July 1985 to June 1986 = 26
1985/86

D. When volume fully covers *two or more* calendar years:

v. 26 spans from Jan 1985 to Dec 1986 = 26
1985-86

E. When volume covers more than two academic or fiscal years:

v. 26 spans from July 1984 to June 1986 = 26
1984-86

F. When the issues to be bound are too thick for one volume, they must be divided into two or more volumes:

26   26
Jan-Mar   or   1-6
1985   1985

NOTE: month, numbers, or parts should only be included in the variable information area when they are essential distinguishing features of the volume. In examples B-E above, the months are not necessary for identification.

G. When the volume is incomplete, do not attempt to list the issues that are present or are lacking. Instead, indicate "(Inc)" or "(inc)" in the variable information area:

26   26 (Inc)   26
1985   or   1985   or   (Inc)
(Inc)   1985

A note indicating missing issues may also be bound into the volume.

H. Use as few categories of variable information as possible, without sacrificing clarity. When there are continuously incrementing issue numbers along with volume numbers and dates, use whichever element of information is most concise and distinctive. For example, if the issues are numbered both: "116-120" and "v. 40, nos. 1-4", the recommended form is:

116 - 120
1985

Punctuation

A. Use a diagonal slash (/) to indicate that the date covers part of two calendar years (see example B above). A diagonal slash may also be used to indicate two numbers that were originally issued together as a double-volume (5/6).

B. Use a hyphen (-) to link consecutive years, months, volumes or issue numbers that were originally issued separately (see examples D, E, & F above).

C. Commas may be used to list two nonconsecutive issues which are bound together. If more than two issues must be linked together, do not list them all separated by commas. Instead, use a hyphen between the lowest and highest numbers and indicate incompleteness with the word "(Inc)". (See example G above.)

CALL NUMBER

Call numbers are stamped in horizontal lines at the foot of the spine. Thin volumes may be lettered vertically down the length of the spine, but the decision rests with the binder.

Type in the call number exactly as it appears on the title page verso. Upper and lower case letters, and decimal points must be indicated.

LC:	Dewey:	
DT 476.23 .K56 P72 1986	309.09 S147	format for General
	D026.56 Am3	format for departmental libraries
	R053.3 B96	format for Reference

Added copies can be noted by putting "c. __" below the call number, with one blank space between:

P
105
.R52

c. 2

ABBREVIATIONS FREQUENTLY USED FOR TITLES

Certain commonly occurring words should be abbreviated in order to keep the spine lettering simple, clear, and within space and cost limitations. A basic list is provided below. Each library unit should add to this list and refer to it for consistency in the abbreviations it uses. Acronyms should be used when possible. Periods are not necessary following abbreviations on spines.

abs, abst	abstract
acad	academy, academic, academia
akad	akademia
Am	America, American
ann	annual, annalis
anthro	anthropology, anthropological
assn	association
bd	band
bibl	bibliography, bibliographic
bull	bulletin
comm	community, committee, commission
conf	conference
cong	congress
cuad	cuadernos
dept	department
div	division
doc	document
E	East
eco	ecology, ecological
econ	economic, economy
ency	encyclopedia
Engl	English, England
fasc	fascicle
fed	federation, federal
geo	geology, geological
geog	geography, geographical
gio	giornale
gov't	government, governmental
hist	history, historical, historia
(Inc.)	incomplete run of a serial title
info	information, informacion
inst	institute, institut, institution
int	international, internationale, internaux
jahr	jahrgang
jour	journal
lang	language
ling	linguistics
lit	literature, literatura
mos	months
N	North
nac'l	nacional
nat'l	national
news	newsletter
nos	numbers
obshch	obshchestvennye
org	organization, organizational, organizacion
pol	political, politics, politique, politica
proc	proceedings, processes
pt	part

pub	publication, publicacion
qtly	quarterly
rep	republic, republica
rev	review, revista, revue
S	South
sci	science, scientific
soc	society, societe, sociedad, sociology
stat	statistic, statistiske
suppl	suppement
trans	transactions
trav et doc	travaux et documents
univ	university
v.	volume
W	West
wiss	wissenschaft, wissenschaftliche
yr	year
yrbk	yearbook
zeit	zeitschrift

CUL BINDING SLIP (Form R50)

The CUL Binding Slip (Form R50 - Revised 9/86) is used for all monograph and serial material to be treated commercially or in-house, but NOT for serials entered in O & T's or ICI's Computerized Binding Systems (see page 44).

A SEPARATE SLIP MUST BE PREPARED FOR EACH VOLUME TO BE BOUND. The CUL Binding Slip is a continuous-feed, four-part form containing eleven distinct areas. Each slip is identified by a unique, pre-assigned, transaction number.

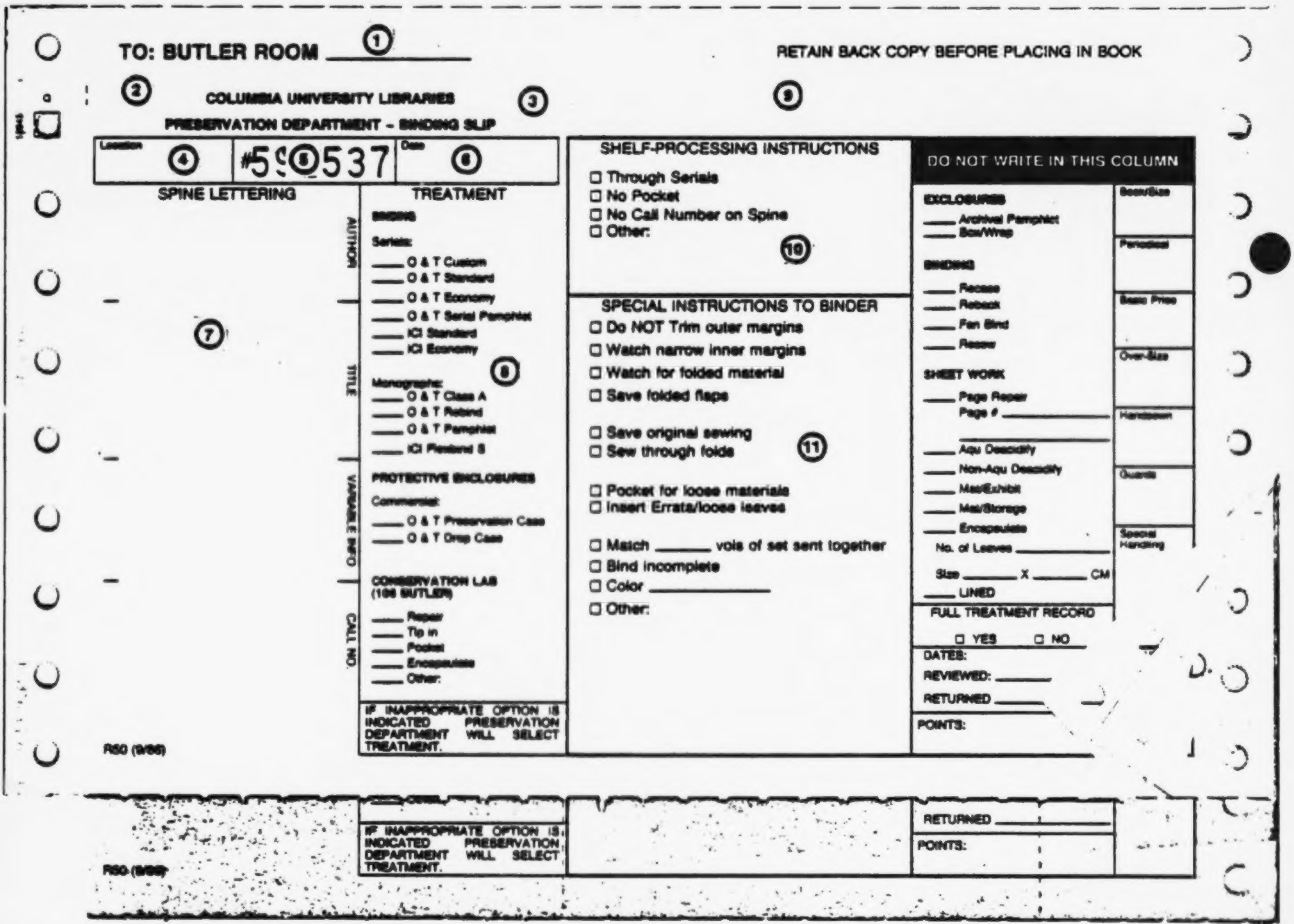
The back copy is always retained by the library unit as a circulation record.

The CUL Binding Slip (Form R50) may be obtained in quantity from the Supply Room in Butler Library.

The following instructions for completing this form are keyed to the sample below. Areas 3, 5, and 6 must be typed; areas 8 through 11 should be handwritten. Press firmly so that all 4 copies are legible.

*1	Routing	*7	Spine Lettering
2	Local retrieval	*8	Treatment choice
3	RUSH Block	9	Mat. Proc. use only
*4	Location	10	Shelf-Processing
5	Transaction No.	11	Spec. instr. to binder
*6	Date sent		

*These blocks must always be filled in



TO: BUTLER ROOM ① ________

RETAIN BACK COPY BEFORE PLACING IN BOOK

②

COLUMBIA UNIVERSITY LIBRARIES

PRESERVATION DEPARTMENT - BINDING SLIP

③ ⑨

Location ④

#59⑤537

Date ⑥

SPINE LETTERING ⑦

AUTHOR

TITLE

VARIABLE INFO

CALL NO.

TREATMENT ⑧

BINDING

Serials:
- ____ O & T Custom
- ____ O & T Standard
- ____ O & T Economy
- ____ O & T Serial Pamphlet
- ____ ICI Standard
- ____ ICI Economy

Monographs:
- ____ O & T Class A
- ____ O & T Rebind
- ____ O & T Pamphlet
- ____ ICI Flexbind 8

PROTECTIVE ENCLOSURES

Commercial:
- ____ O & T Preservation Case
- ____ O & T Drop Case

CONSERVATION LAB (106 BUTLER)
- ____ Repair
- ____ Tip in
- ____ Pocket
- ____ Encapsulate
- ____ Other:

IF INAPPROPRIATE OPTION IS INDICATED PRESERVATION DEPARTMENT WILL SELECT TREATMENT.

SHELF-PROCESSING INSTRUCTIONS ⑩
- ☐ Through Serials
- ☐ No Pocket
- ☐ No Call Number on Spine
- ☐ Other:

SPECIAL INSTRUCTIONS TO BINDER ⑪
- ☐ Do NOT Trim outer margins
- ☐ Watch narrow inner margins
- ☐ Watch for folded material
- ☐ Save folded flaps
- ☐ Save original sewing
- ☐ Sew through folds
- ☐ Pocket for loose materials
- ☐ Insert Errata/loose leaves
- ☐ Match ______ vols of set sent together
- ☐ Bind incomplete
- ☐ Color ____________
- ☐ Other:

DO NOT WRITE IN THIS COLUMN

ENCLOSURES
- ____ Archival Pamphlet
- ____ Box/Wrap

BINDING
- ____ Recase
- ____ Reback
- ____ Fan Bind
- ____ Resew

SHEET WORK
- ____ Page Repair

Page # ____________
- ____ Aqu Deacidify
- ____ Non-Aqu Deacidify
- ____ Mat/Exhibit
- ____ Mat/Storage
- ____ Encapsulate

No. of Leaves ________

Size ______ X ______ CM

____ LINED

FULL TREATMENT RECORD

☐ YES ☐ NO

DATES:

REVIEWED: ______

RETURNED ______

POINTS:

Book/Size

Periodical

Basic Price

Over-Size

Handsewn

Guards

Special Handling

R50 (9/86)

IF INAPPROPRIATE OPTION IS INDICATED PRESERVATION DEPARTMENT WILL SELECT TREATMENT.

RETURNED ______

POINTS:

R50 (9/86)

Routing (Area 1)

At top of the white copy of the slip, indicate the address in Butler Library to which the volume is being forwarded.

-- Send volumes for commercial treatment to Room 110.

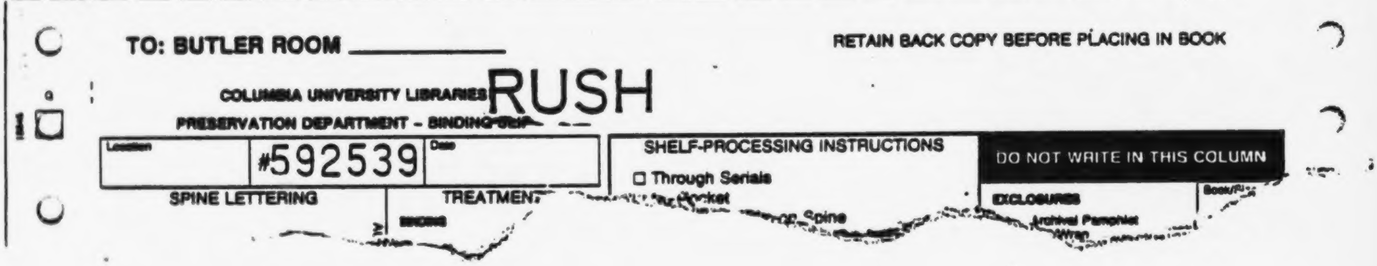
-- Send volumes for in-house treatment to Room 106.

Local Retrieval Block (Area 2)

This space is for library unit use only. The blank area at the top left of the CUL Binding Slip may be used to record the volume's call number when necessary for the unit's filing procedures. This space may also be used for any other strictly local notations (i.e., it will be ignored by the binder and Mat. Proc.).

RUSH Block (Area 3)

If a volume is to be given Rush treatment (see page 57), stamp "RUSH" in red ink in area 2 -- the space immediately above the "date" box. The stamp is most visible here. All four copies of the binding slip must be stamped. "RUSH" stamps are available from Materials Processing. Do NOT stamp RUSH anywhere else on binding slip.



TO: BUTLER ROOM ____________

RETAIN BACK COPY BEFORE PLACING IN BOOK

COLUMBIA UNIVERSITY LIBRARIES

RUSH

PRESERVATION DEPARTMENT - BINDING SLIP

Location	#592539	Date

SHELF-PROCESSING INSTRUCTIONS

☐ Through Serials

Pocket

on Spine

DO NOT WRITE IN THIS COLUMN

SPINE LETTERING

TREATMENT

Binding

ENCLOSURES

Archival Pamphlet Wrap

Location (Area 4)

In this box, type the three-letter code for the library unit in which the volume is to be housed. (See the list of Library codes on page 43.) Copy this information from the title page verso of the volume to be bound (see below for exception). This information is used to: (1) determine the account to be charged for binding; (2) determine how the volume is to be stamped and processed; (3) return bound volumes to their proper location/destination.

Sometimes the library account to be charged differs from the destination of the bound volume, enter the account name under "Location," and add a note indicating destination under "Shelf-Processing Instructions" that reads: "Stamp for___/Route to____."

Transaction Number (Area 5)

The pre-printed transaction number which appears on every slip makes it possible to trace volumes which go astray, or which must be retrieved in midstream to meet an urgent need. Always report this number when requesting a search for items sent for treatment (see page 58).

Date Sent Block (Area 6)

Indicate here the ACTUAL date on which materials are either sent to 106 Butler for in-house treatment or are picked-up by the commercial bindery driver in 110 Butler or in your unit. If binding slips are prepared in advance they must be post-dated to indicate the actual date of forwarding-- otherwise it is difficult to monitor work flow or claim overdue material.

Spine Lettering Area (Area 7)

This column must reflect only the information that is to appear on the spine of the finished volume. Everything written in this column will be stamped on the spine. Accuracy and brevity are essential.

Type all lettering information horizontally on the slip, even though it may appear vertically on some thin volumes. Use only Roman characters. Omit accents unless absolutely essential. Keep author/title information brief; approximately 8-10 characters fit on each line of stamping. Differentiate between lowercase "l" and numeral "1" and between the letter "O" and zero in the call number. Call numbers must be copied correctly.

The column is divided into four blocks by dashes at each side:

AUTHOR - In the top block type the author's last name. Never use author's first name, and omit corporate authors, editors, or multiple authors. Author & title combined are not to exceed 40 characters, including spaces.

TITLE - In the second block type the title. Author & title combined are not to exceed 40 characters (including spaces) for monographs, or 5 lines of up to 8 characters apiece for serials. (See page 28 on establishing entries for stamping.) Brevity is important as lengthy titles are costly. As you make decisions while shortening titles keep in mind that spine information is a very important aid to library patrons as they browse shelves. Abbreviated titles must make sense.

43

Arrange the information in the exact order it is to appear on the spine. Place a dash, line or double space between those lines where a space is to occur, e.g.:

SERIES TITLE	SCIENCE ABSTRACTS
--	--
TITLE	PHYSICS

VARIABLE INFORMATION - In the third block enter the variable information e.g. volume and/or part number(s), and/or dates. Use Arabic numerals only (e.g., 1,2,3,4,5), never Roman numerals. Limit the variable information to 2 lines. (See page 30 for complete guidelines for arrangement and punctuation of variable information.)

Volume numbers are indicated by a number only, although they may be preceeded by a small "v.", if necessary.

When binding an incomplete volume, do not list the individual issues being bound; instead, indicate "(Inc)" below the volume number and year.

4	v. 4	Apr-June	1984	4(2)
1984	1984	1984	(Inc)	

CALL NUMBER - In the fourth block type the call number, formatted exactly as it is to appear when printed horizontally on the spine. ALWAYS INCLUDE THE CALL NUMBER HERE, even if it also appears in the local retrieval block above, UNLESS NO CALL NUMBER IS TO APPEAR ON THE SPINE.

Do not repeat information here that has already appeared in the variable information block. Remember that years at end of monograph call #'s are part of the call # and must not be treated as variable information.

If the copy number is to appear on the spine, enter it below the call number, separated by a double space. See page 32.

Treatment Choice - Commercial and In-house (Area 8)

This column lists the commercial and in-house treatment alternatives for serials and monographs. Place an X on the line preceeding the treatment desired. If the treatment needed is not listed, check "Other" and write in the specific treatment desired. (See pages 6-20 for treatment choices.)

ALWAYS CHECK ONE TREATMENT

NOTE: Fill out this section by hand. Typed "X's" often miss the space provided causing confusion as to treatment requested.

Materials Processing Use Only (Area 9)

DO NOT WRITE IN THIS SPACE.
" " STAMP 'RUSH' IN THIS SPACE EITHER.

Shelf-Processing Instructions (Area 10)

Use box 10 ONLY for local shelf-processing instructions. Instructions in this box will be followed by Materials Processing and other library unit staffs.

Check "Through Serials" for all serial volumes that must be routed through Serials Cataloging after being bound to ensure that the bound volume is added to the shelflist and that cataloging records are updated. You may wish to indicate in this box the main catalog entry should it differ from the binding title, as an aid to Serials Cataloging.

Other instructions need only be given if the procedures are to differ from standard shelf-processing. These may include: "No Pocket," "stamp for ___/ route to ___.", "make label for author and/or title, apply to spine". Special instructions or notes to your own unit may be entered in this box.

Special Instructions to Binder/Conservation Lab (Area 11)

All volumes must be inspected carefully for any characteristics that might require special handling (folded leaves, narrow margins, loose material, etc.). Consult Treatment Specifications on pages 6-20 to make sure that the special instructions required are available for the binding style selected.

NOTE: Fill out this section by hand.

-- "Do NOT Trim outer margin" should always be checked EXCEPT when publisher has not cut folded edges. These edges must be trimmed so that readers can use the book. In the "Other" space request that volume be trimmed. Trimming is a standard, but undesirable, binding procedure that removes about 1/8" along the outer margins.

-- "Watch narrow inner margin" should be checked when inner margins are less than 1/2" on items which either have no signatures or when signatures are not to be retained.

-- "Watch for folded material" should ALWAYS be checked if the volume contains any folded charts, maps, tables, or illustrations. It is important to look carefully through each volume for folded leaves. Noting page locations on the binding slip is helpful. Always check "Do NOT Trim outer margins."

-- "Save folded flaps" can be checked if it is essential to preserve information contained on the book jacket flaps found on some paperback covers. (All paperback covers are routinely saved and bound in.)

-- "Save original sewing" may be checked when the item to be bound has already been sewn through the folds, and that sewing is still intact. This treatment, also referred to as "recasing" or "save sew," is the best choice for rebinding volumes with damaged or broken covers. In volumes where the sewing is intact, but the paper is weak, the volume should be sent to the Conservation Lab for recasing. "Save original sewing" may also be specified for paperbacks that have been sewn rather than glued together (O&T Pamphlet bindings only).

To determine if "save original sewing" is appropriate, inspect the inner margin. If you see evidence of long stitches appearing through the folds and can tell that the volume has been sewn in gatherings, and that sewing is still holding the leaves together, check "Save original sewing" on the binding slip. If each leaf has been separately attached by adhesive, "save sew" does not apply.

There is a $2.00 extra charge for saving the original sewing, but since this treatment increases the book's longevity, usability, and flexibility it is worth the extra charge.

-- "Sew through folds" is the recommended treatment for volumes that have gatherings, with the folds at the inner margin intact. "Sew through folds" must be checked when illustrations are spread across two pages, in order to prevent the inner part of the illustration from being lost.

-- "Pocket for loose materials" may be checked when the item contains loose matter that can not be bound in with the volume (large maps, charts, music parts, microfiche, etc.). Pockets will be placed on the inside back cover. However, it is always better to bind in loose material when possible.

-- "Insert errata/loose leaves" should be checked if there is an errata slip, a loose leaf, or group of leaves to be bound in. The material should be placed in the volume where it is to be inserted, protruding slightly so that the binder can spot it easily. Make a note on the binding slip of the page(s) where the loose material is to be bound in. Check this box when binding in photocopied leaves.

-- "Match ___ vols of set sent together". Check this box if several volumes of a set are being sent together to ensure that the volumes are bound uniformly.

-- "Bind incomplete". Binding an incomplete volume, whether a monograph with missing leaves or a serial with missing issues, is not recommended. However, there are times when it is absolutely unavoidable. If so, the binder must be notified or the volume will be labeled "incomplete" and returned unbound.

-- "Color ___". Use this space to specify the color of buckram desired for the binding of a Class A monograph, Standard or Economy serial. Enter the color number listed in the binders' color swatch booklets. (O & T and ICI use different color numbers - do not confuse the two.) NOTE: There is no color choice for O & T Pamphlet or ICI Flexbind.

-- "Other:" Write in here any instructions not listed above. "Other" instructions might include: "Discard back cover" (if it is blank and stiff or brittle), "Remove staples," "Save and bind in endpapers", "Trim folded edges", etc.

LIBRARY UNIT/LOCATION CODES

The following abbreviational codes are to be used in the location box of the CUL binding slip.

ABBREVIATION	LIBRARY NAME
AVE	Avery
BIO	Biology
Bk. Acq.	Book Acquisitions
Ser. Acq.	Serials Acquisitions
BUR	Burgess-Carpenter
BUS	Business
CAT	Cataloging Serials Cataloging
CHE	Chemistry
COL	College
CLM	Columbiana
DSC	Document Service Center
EAP	East Asian Preservation
EAX	East Asian
ENG	Engineering
FAX	Fine Arts
GEN, GLX, GLS	General
GEO	Geology
GSC, GES	Geoscience
GAX	Graphic Arts
HSL	Health Science Library
JOU	Journalism
LEH	Lehman
SLS	Library Service
MAT	Math
MUS	Music
MRR	Microforms Reading Room
PAT	Paterno
PRR	Periodicals Reading Room
PHI	Philosophy
PHY	Physics
PSY	Psychology
RBX	Rare Books
REF	Reference
Res Ref	Reserve Reference
SCI	Science
SEL	Seligman Grant for Rare Books
SWX	Social Work
WAR	Ware

AUTOMATED SERIALS BINDING SYSTEMS

Automated serials binding systems have become common throughout the commercial binding industry in the past decade. These systems store the fixed information (title, binding style, color, etc.) for each serial title bound by a library. The benefits of these computerized systems affect not only the library's binding procedures, but facilitate the bindery's technical operations as well.

Pre-printed Computer Binding Slips (CBS) are the main feature of this system. Both O & T and ICI have automated binding systems, and provide an alphabetical printout of all titles and a one-year supply of pre-printed Computer Binding Slips for all serial titles entered in the data base.

COMPUTER BINDING SLIPS (CBS)

Blank Computer Binding Slips

Blank CBS are used for adding new titles to the data base. (See page 52.) Blank CBS may also be used for titles already in the data base when the library unit has run out of pre-printed CBS. (See instructions below)

Blank CBS are available from Materials Processing (x2223).

Pre-Printed Computer Binding Slips

Pre-printed CBS contain all the fixed information necessary for binding a serial title. The library unit must fill in the variable information, plus any special instructions to the binder or to Materials Processing.

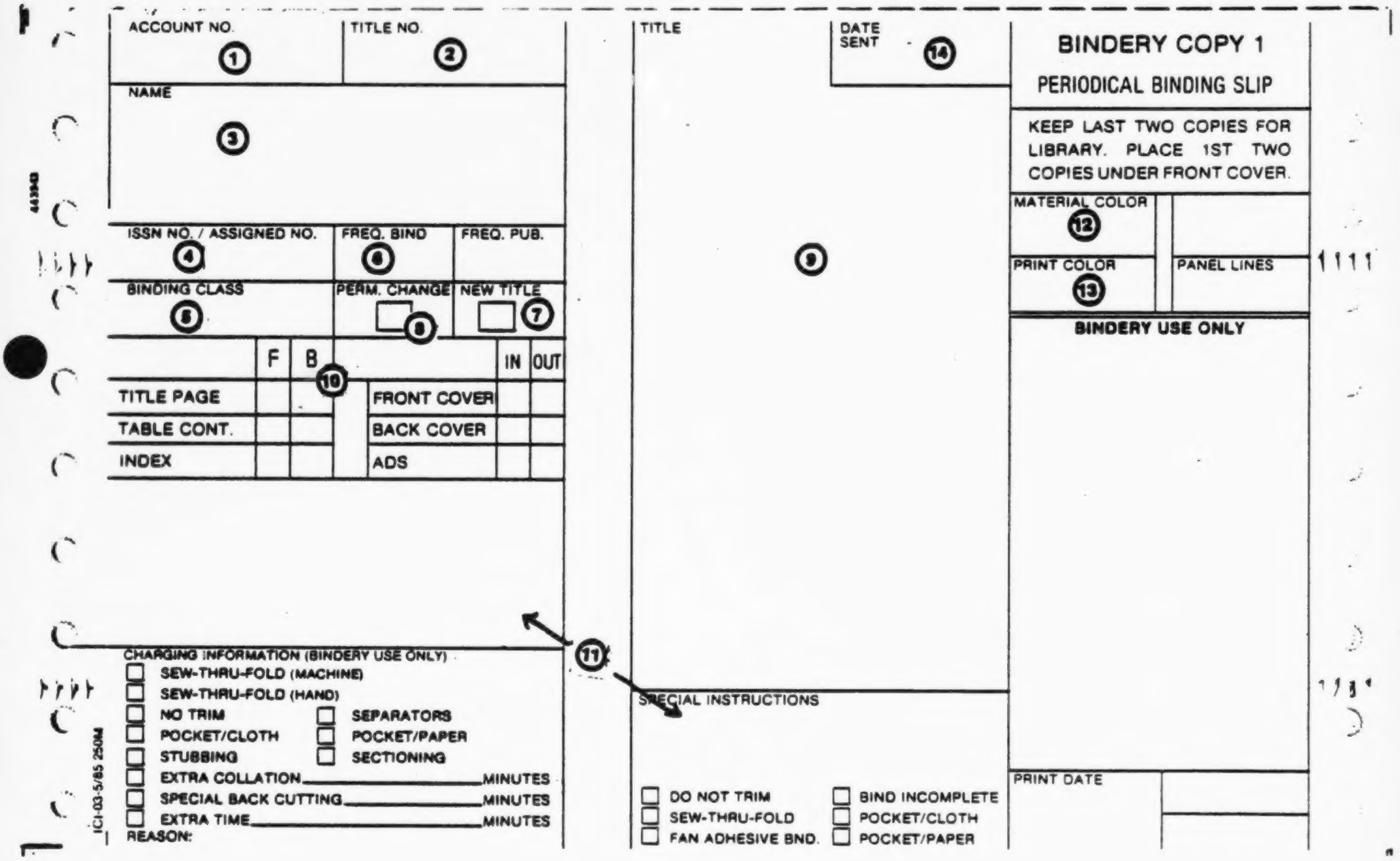
Pre-printed CBS are provided annually by the binder, or on request as needed. O & T will send new pre-printed slips each time a journal is bound. The library unit maintains the file of pre-printed CBS and is responsible for its upkeep.

Instructions for Filling out the Computer Binding Slip (CBS)

Columbia University Libraries use two automated systems for binding serials: O & T and ICI. There are some minor differences between the two, but the overall procedures are the same.

To add a new serial title to the automated system, review these instructions and complete areas 1 through 14 (excluding areas 2 and 6) on a blank CBS. Be sure to type or print legibly.

For serial titles already automated, the fixed information for each title is pre-printed on a CBS. The library unit must add the variable information to the pre-printed slip, and the date sent, plus any special instructions to the binder or to Materials Processing. Fill in areas 13 and 14 on the CBS.



ACCOUNT NO. ①

TITLE NO. ②

NAME ③

ISSN NO. / ASSIGNED NO. ④

FREQ. BIND ⑥

FREQ. PUB.

BINDING CLASS ⑤

PERM. CHANGE ☐ ⑧

NEW TITLE ☐ ⑦

	F	B ⑩		IN	OUT
TITLE PAGE			FRONT COVER		
TABLE CONT.			BACK COVER		
INDEX			ADS		

⑪

CHARGING INFORMATION (BINDERY USE ONLY)

- ☐ SEW-THRU-FOLD (MACHINE)
- ☐ SEW-THRU-FOLD (HAND)
- ☐ NO TRIM
- ☐ POCKET/CLOTH
- ☐ STUBBING
- ☐ SEPARATORS
- ☐ POCKET/PAPER
- ☐ SECTIONING
- ☐ EXTRA COLLATION__________MINUTES
- ☐ SPECIAL BACK CUTTING__________MINUTES
- ☐ EXTRA TIME__________MINUTES

REASON:

ICI-03-5/85 250M

TITLE ⑨

DATE SENT ⑭

SPECIAL INSTRUCTIONS

- ☐ DO NOT TRIM
- ☐ SEW-THRU-FOLD
- ☐ FAN ADHESIVE BND.
- ☐ BIND INCOMPLETE
- ☐ POCKET/CLOTH
- ☐ POCKET/PAPER

BINDERY COPY 1

PERIODICAL BINDING SLIP

KEEP LAST TWO COPIES FOR LIBRARY. PLACE 1ST TWO COPIES UNDER FRONT COVER.

MATERIAL COLOR ⑫

PRINT COLOR ⑬

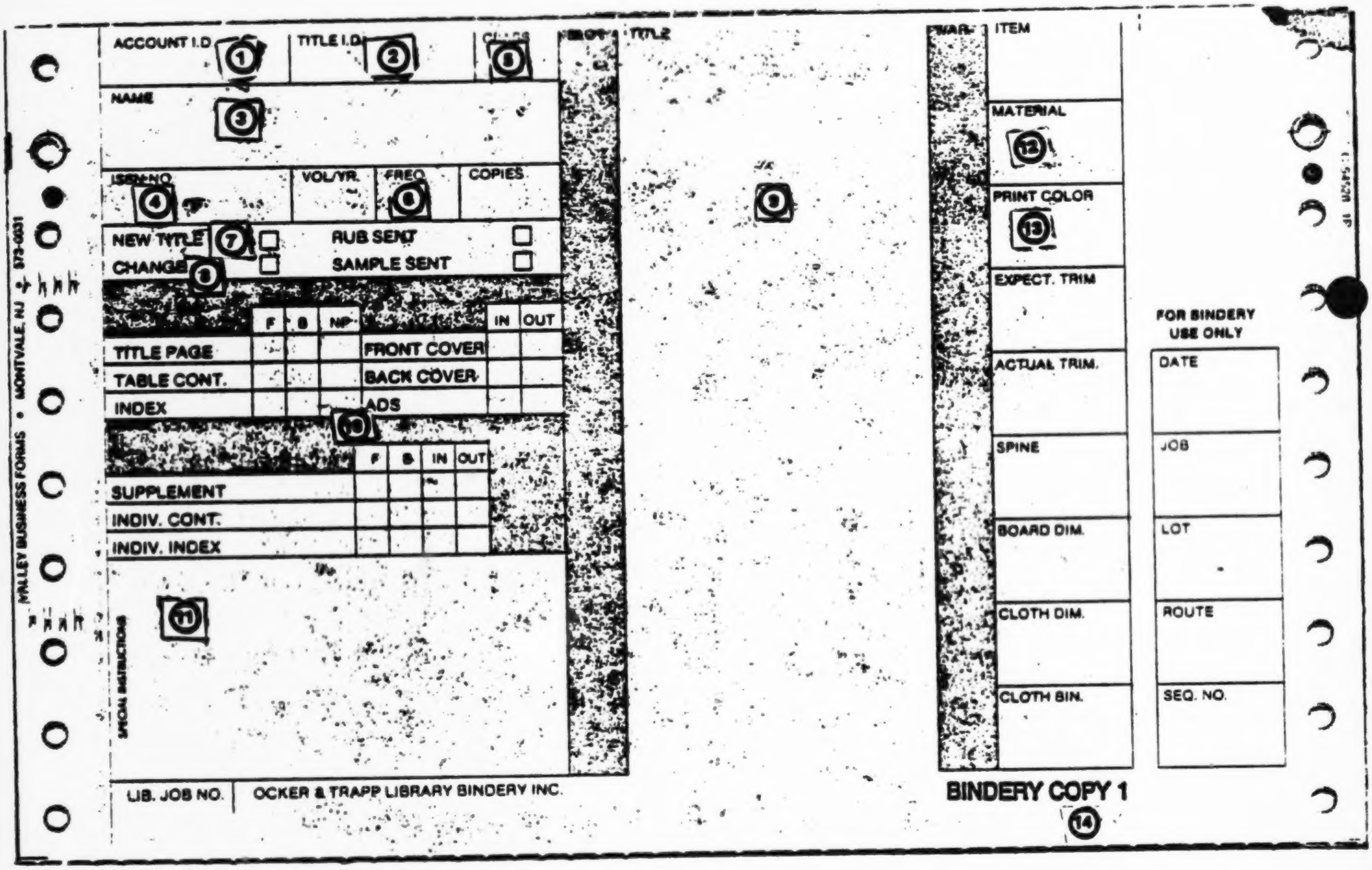
PANEL LINES

BINDERY USE ONLY

PRINT DATE

The following instructions apply to both systems, except as noted, and are keyed to the sample computer binding slips shown below and on page 45.

1 Account Number/ID
2 Title Number/ID
3 Name of Library
4 ISSN
5 Class
6 Frequency
7 New Title
8 Permanent Change
9 Title/Variable/Call#
10 Collation
11 Special Instructions
12 Material Color
13 Print Color
14 Date Sent


ACCOUNT I.D. ① | TITLE I.D. ② | CLASS ⑤

NAME ③

ISSN NO. ④ | VOL/YR. | FREQ. ⑥ | COPIES

NEW TITLE ⑦ ☐ RUB SENT ☐
CHANGE ⑧ ☐ SAMPLE SENT ☐

	F	B	NP		IN	OUT
TITLE PAGE				FRONT COVER		
TABLE CONT.				BACK COVER		
INDEX				ADS		

⑩

	F	B	IN	OUT
SUPPLEMENT				
INDIV. CONT.				
INDIV. INDEX				

SPECIAL INSTRUCTIONS ⑪

LIB. JOB NO. | OCKER & TRAPP LIBRARY BINDERY INC.

TITLE ⑨

ITEM

MATERIAL ⑫

PRINT COLOR ⑬

EXPECT. TRIM

ACTUAL TRIM.

SPINE

BOARD DIM.

CLOTH DIM.

CLOTH BIN.

FOR BINDERY USE ONLY
DATE
JOB
LOT
ROUTE
SEQ. NO.

BINDERY COPY 1 ⑭

Account Number/ID (Area 1)

This is the code, assigned by the binder to a particular library unit, which appears on all Computer Binding Slips. ICI assigns an account number; O & T a 3-letter code for each library unit.

This area must always be filled in.

Title Number/ID (Area 2)

This is an identification number given to each title by the binder and printed on all CBS for that title. Inquiries, claims, changes, and corrections can be made to any title in the data base by referring to this number.

Leave this space blank on slips for new titles.

Name of Library Unit (Area 3)

The name and address of the library unit to which the volume belongs appears here on pre-printed slips. This information must be typed on to all blank CBS and must include: "Columbia University" and the name of the library unit.

ISSN (Area 4)

The ISSN is a unique number assigned to a serial title for international identification, but which serves no purpose for the binder. This area is usually left blank.

Binding Class (Area 5)

For new titles, indicate in this box the binding style required. The following list gives the code and Handbook section for the binding styles available for serials. Be sure that the serial is compatible with the binding treatment selected.

Binding Class:	Code:	Page:
O&T Standard	"S"	10
O&T Economy	"E"	11
O&T Custom	"C"	12
ICI Standard	"Standardized"	13
ICI Economy	"Economy"	14

Frequency (Area 6)

Indicate here an estimate of the number of times per year that the serial will be bound. This number will determine the number of pre-printed CBS needed annually for that title. It is safest to overestimate the frequency in order to maintain an adequate supply of pre-printed slips. Remember that frequency may be affected by thick issues or when binding back issues all at one time.

This area must be filled in for new titles. Change the frequency to a higher number if the supply of preprinted slips for a title runs out before the annual supply is due.

New Title (Area 7)

Check this box for all new titles with red ink. This will signal the binder to add the title to the data base and to produce pre-printed CBS for that title. If a blank CBS for a new title is prepared, but "New Title" is not checked, the binder will only bind the volume accompanying the slip; the title will not appear on the printout, and no pre-printed slips will be sent to the library unit.

Change (Area 8)

A. Permanent Change

If information already in the data base and appearing on the pre-printed slip needs to be changed, corrected, or added to, make the change in RED INK and check this box. This signals the binder that a permanent change to the data base is needed, and all future CBS for this title will reflect this change. In addition you may write: "Please note permanent change of ____" in the Special Instruction Box (Area 10).

Send the CBS (with changes indicated in red) to the binder along with the volume to be bound, OR send the CBS separately. The library unit's printout must also be corrected when any permanent change is made. The "Change" box must be checked when deleting a title.

B. Temporary Change

Do not check this box if the correction or change is for one time only and applies only to the particular volume accompanying the CBS.

Title/Spine Lettering (Area 9)

This column contains all the information that is to appear on the spine. Use parentheses for information that is to appear on pre-printed slips and the printout, but which is not to be stamped on the spine.

The position of the stamping on the spine is determined by slot numbers, which are selected by the binder. Slot numbers represent standard units of height measured from the base of the spine. Slot numbers appear on pre-printed CBS in the shaded column to the left of the title column. Do not change slot numbers.

Title

The title appears at the top of the column, exactly as it is stamped on the spine. For a new title, type the title, line by line, in the same format as it is to be stamped. The maximum length for a title is 5 lines of 8 characters each. (Refer to pages 28-30 for guidelines on formulating a binding title.) Enter title only. Do not use corporate author.

Variable Information

Variable information appears in the midsection of the column. This information must be entered on all CBS, for both new titles and those already in the automated system. For a new title, select and write in the category of information that will be needed. (e.g., (VOL), (NOS), (MOS), (YRS)). Enclose these words in parentheses.

See pages 30-31 for the standard format for variable information. Categories of variable information must be listed in this order: (1) volume (2) numbers, parts, or pages (if necessary) (3) months (if necessary) (4) year.

The categories of variable information selected will appear on all pre-printed CBS like this:

<VOL>
<YR>
    or
<VOL>
<NOS>
<YR>

On pre-printed CBS, enter the variable information to the right of the corresponding bracketed field.

Call Number

The lower third section of this column is for the call number. It is identified as <CALL> on all pre-printed CBS and printouts.

For a new title, write in "(CALL)" followed by the call number, recorded line for line, exactly as it is to be stamped. It is most important that call #'s be formatted correctly.

If the call number is not to appear on the spine, record it on the CBS with each line in parentheses:

(Z)
(284)
(.P83)

Collation (Area 10)

Complete these areas for O & T Custom binding only. Check appropriate blocks to request special placement for title page, index, etc. -- e.g. "F" (Front) or "B" (Back) or "NP" (Not Published or not available for binding). Also indicate whether binder is to bind in ("In") or discard ("Out") covers, ads, etc. Pre-printed slips will show which placements have been selected.

For ICI and O & T Standard and Economy bindings, leave these areas blank.

Special Instructions (Area 11)

Enter all instructions here. Special Instructions to the Binder and Local/Shelf-Processing Instructions such as "Route through Serials" appear here.

ICI provides a special section with pre-printed instructions to the binder. O & T uses a similar section for local as well as bindery instructions. Examples of instructions are: "Pocket for loose materials," "Do not trim," "Watch for folded material," "Sew through folds." (Consult pages 6-20 to see what special features and handling are available for the binding style chosen.) Changes made to the data base may also be explained or clarified in this section.

When deleting a title, write: "Delete title" in the Special Instruction Box, and check off the "Change" box (Area 8).

Special instructions are entered in the data base and are printed on the CBS, but they do not appear on the printout.

Material Color (Area 12)

For new titles, enter the number of the cover color desired, from the binder's swatch book. Note that Economy bindings offer a limited choice of colors. See information on "Adding...Titles", page 52, for instructions on how to match previously bound volumes.

Print Color (Area 13)

For O & T Custom binding only, indicate white, black, or gold for the color of spine lettering. For all other classes of O & T and ICI binding, enter white ("W"), the only available color.

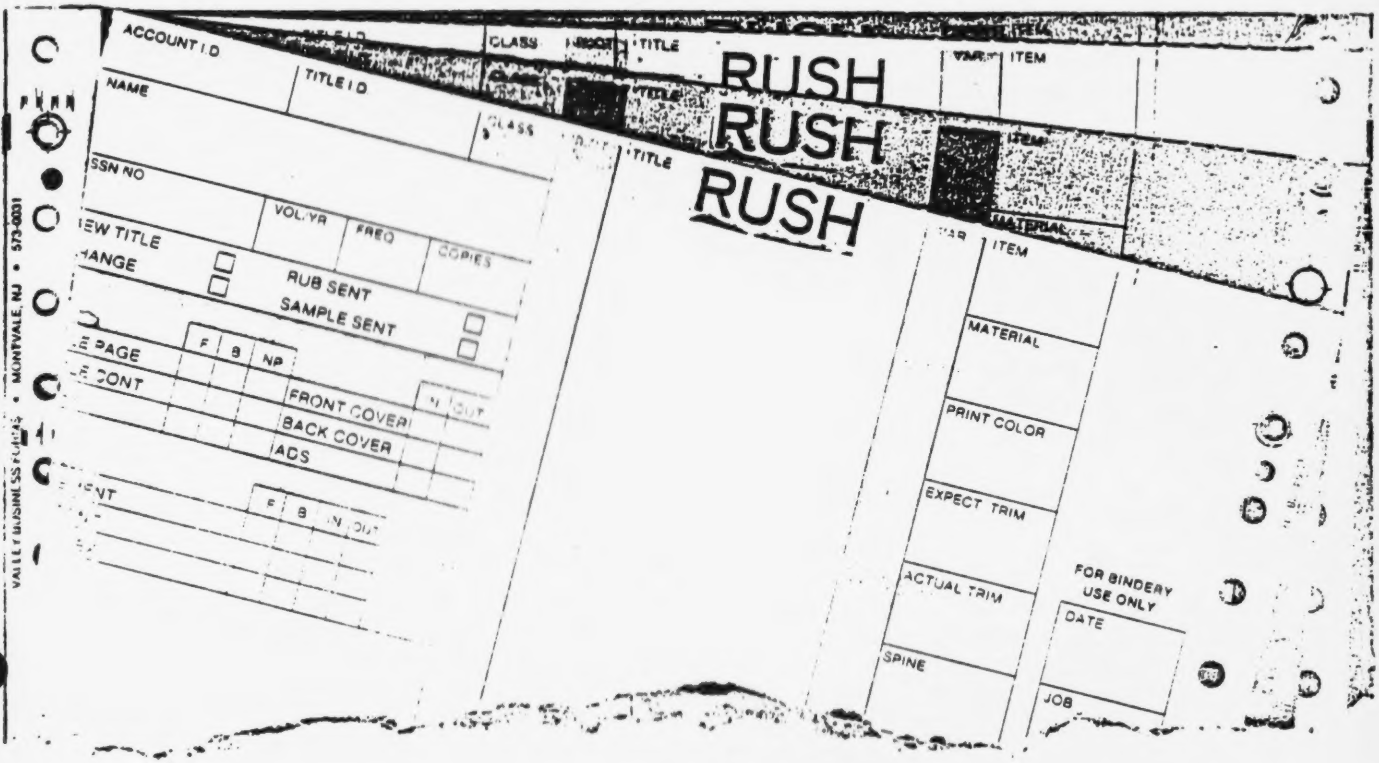
Date Sent (Area 14)

All Computer Binding Slips must show the date on which the material is to be shipped to O&T or I.C.I. On ICI's CBS, the date is entered in the upper right hand corner of the title area. On O&T's CBS, enter the date directly below the words "Bindery Copy 1" on the binding slip.

RUSH Binding for Serials

I.C.I.'s regular turn-around is 2 weeks. They offer no rush service.

O & T has a 2 week rush service. If a serial must be bound quickly, stamp each copy of the CBS "RUSH" with red ink at the top of Area 9. See sample below. Pack all RUSH items separately.


ACCOUNT I.D.
NAME
TITLE I.D.
CLASS
TITLE
RUSH
RUSH
RUSH
ITEM
SSN NO
VOL/YR
FREQ
COPIES
EW TITLE
HANGE ☐
☐
RUB SENT ☐
SAMPLE SENT ☐
E PAGE
E CONT
F B NP
FRONT COVER
BACK COVER
ADS
IN OUT
F B IN OUT
MATERIAL
PRINT COLOR
EXPECT TRIM
ACTUAL TRIM
SPINE
FOR BINDERY USE ONLY
DATE
JOB
VALLEY BUSINESS FORMS • MONTVALE, NJ • 573-0031

OBTAINING MORE PRE-PRINTED SLIPS

Each time O & T binds a volume a new pre-printed CBS is automatically sent to library unit. I.C.I. does not offer this service, but provides several copies of each slip annually. In either case it occasionally happens that a unit will run out of pre-printed CBS, so keep an eye on your supply. When the library unit is down to the last pre-printed binding slip for a title, additional pre-printed CBS for that title can be ordered in three ways (always save the one remaining pre-printed slip and use a blank slip instead):

-- Send to bindery a blank CBS with Areas 1, 2, and 3 filled out. Write in Special Instruction Box (Area 11): "Please send more pre-printed slips."

or

-- When the title needs to be bound send in a blank CBS. Fill out Areas 1, 2, 3, and 9. The binder will automatically send more pre-printed CBS.

Using a blank slip signals the binder that more slips are needed for this title. If the library finds itself running out of pre-printed slips for certain titles frequently, the frequency (Area 6) should be changed.

or

-- Order a year's supply by phone through Materials Processing. Prior to ordering a year's supply, the library unit's title list should be updated. These can also be obtained through Materials Processing.

Blank CBS come with the department's supply of pre-printed slips. Additional blank CBS may be ordered through Materials Processing.

ADDING, DELETING, CHANGING TITLES

Once an automated serials binding system is in operation, a great deal of paperwork is eliminated. It is necessary, however, to keep the data base up to date. This involves adding and deleting titles and keeping the printout current.

Adding Titles

New serial titles may be added to the data base when a volume is first sent for binding. A blank CBS is used, and the necessary fixed information is typed in. The "New Title" box (Area 7) must be checked (in red ink) to indicate that the title is to be added. (If this box is not checked, the binder will assume that this is a one-time binding and will not send pre-printed slips for future volumes.)

Using a blank CBS, fill in Areas 1, 3, 5, 6, 7, 9, 11 (if necessary), 12, 13, and 14 (if sending slip with volume to be bound).

When adding a title to the data base for which previously bound volumes exist, it may be desirable to match the new volumes to the old in terms of stamping position, size, and color. To match old volumes, photocopy the spine of a previously bound volume of the same title, taking care that the bottom of the volume and the bottom edge of the photocopy are in alignment. Write in the color of the previously bound volume, matching it against the colors in the binder's swatch book. Attach photocopy to CBS and write "Match Rub" in the Special Instruction box (Area 11) of the CBS.

Deleting Titles

Titles can be deleted by sending the binder a pre-printed slip with the notation "DELETE TITLE" in the special instruction box (Area 11). The "Change" box (Area 8) must also be checked to indicate a permanent change in the data base. USE RED INK. Titles may also be deleted when sending in the last volume of a serial to be bound.

Changes To Existing Titles

Any changes in title, call number, binding color, frequency, collation, etc., must be indicated on the binding slip in RED INK. If the change is to be permanent, check the "Change" box (Area 6). Leave the "Change" box blank if the change is valid for only one volume. Changes can also be made by providing binder with a list of 50 or more titles with their ID #'s and indications of changes to be made marked in red.

PRINTOUTS OF LIBRARY UNIT SERIAL TITLES

Changes made to the data base should also be noted on the department's printout of titles. This includes any titles added or deleted. New printouts are provided with each year's supply of CBS or on request from Materials Processing. Printouts can be arranged alphabetically by title, or in call # order.

SENDING ITEMS TO MAT. PROC. AND CONSERVATION LAB FOR TREATMENT

These procedures apply to material sent for treatment with both CUL Binding Slips and Computer Binding Slips (CBS).

-- Forward items for commercial treatments, spine labeling, corrections, and shelf processing to Materials Processing, 110 Butler.

-- Items for all in-house treatments go to the Conservation Lab, 106 Butler.

-- All material sent for binding or repair MUST be accompanied by a binding slip. Materials without slips, and those with inadequate instructions will be returned. Material with inappropriate treatment choices will be reviewed by Preservation staff and will either be sent for commerial or in-house binding, or will be returned to library unit for review by bibliographer. Bibliographer should then decide to replace, encase, film or withdraw.

-- The call number on the slip must match the call number on the piece. Please make sure that all serials sent for binding are marked with the call number.

-- Make sure the "Date Sent" on the slip corresponds with the time the material is actually sent for treatment, even when slips are prepared in advanced. Date each slip.

-- After completing the binding slip, carefully remove the last copy of the four-part form and retain for your local records. Do NOT separate the other three copies.

-- Place the binding slip, without folding it, in the volume, making sure that the slip faces forward and is sticking out of the TOP of the volume. Otherwise the volume may be bound upside down.

Most books can be safely transferred without damage. Binding slips and other bibliographic matter will travel safely with the book without artificial fasteners.

-- Do not use PAPER CLIPS for attaching binding slips to material. They poke holes and tear pages. Instead, place the slip carefully inside the volume, immediately following the title page, with the top protruding approximately 1/4" so it can be easily found.

-- Do not use RUBBER BANDS under any circumstances: not for rebinds, for holding unbound issues together, for sagging covers, or for loose leaves. Rubber bands cut into paper, are difficult to remove without tearing pages, and contain sulphur which damages paper. Materials may be secured with soft cotton string and tied once in each direction with a bow knot so that it can be easily untied. Or, material may be placed in an envelope.

-- Do not use SCOTCH TAPE to attach a binding slip to the cover or any other part of a book, or to hold a volume together.

-- Do not attach POST-IT notes to books. The adhesive is bad for bindings and paper.

Commercial Binding

Materials prepared using the CUL Binding Slip should be routed to Materials Processing. Mark the top of the slip "To: Butler Room 110" and forward the material along with the top three copies of the binding slip.

Serials prepared using the Computer Binding Slips should be packed separately in cartons and forwarded according to the instructions given in page 56.

O & T picks up binding weekly, generally on Tuesday morning. ICI picks up biweekly, also on Tuesday.

In-House Repair

Materials in need of in-house repair, rebinding, pockets or other treatment may be sent to the Conservation Lab as they are identified. Fill out the CUL Binding Slip and mark "To Butler Room 106" at the top of the slip. Forward the material with the first three copies of the binding slip.

Call# Labels, Property Stamps, Book Plates, Pockets

Materials in need of shelf-processing only (changes or corrections in call numbers, adding gift plates, etc.) should be sent to Materials Processing, Room 110 Butler. A note describing the necessary treatment must accompany all material - please be specific.

Materials Processing also types call number labels separately. Send written requests to 110 Butler; call numbers will be typed as instructed, and the labels will be returned for local application. 8 characters per line is the maximum number of spaces that will fit across a label. Please format your label requests accordingly. If more than 100 labels are needed in a week, please call ahead (x2223) to make arrangements.

Items rebound in-house automatically have call# labels applied to the spine. If a library also wants author or title labels, requests must be indicated in the "Shelf Processing Instructions" section of the CUL binding slip.

PREPARING SERIALS FOR DIRECT O & T AND I.C.I. PICK-UP

Before packing materials, the work should be carefully inspected. No revision is done by Materials Processing for materials sent using pre-printed CBS. Volumes should be carefully matched with slips, completeness and issue sequence should be checked and a careful inspection should be made for loose or folded leaves, narrow margins, index inserts, etc. DATE EACH BINDING SLIP.

Materials must be packed in binding cartons from the appropriate bindery (these are available from Materials Processing). If sending only a few volumes for binding, pack in envelopes instead of cartons. VOLUMES WITH COMPUTER BINDING SLIPS MUST BE KEPT SEPARATE FROM OTHER VOLUMES.

Pack as follows:

OCKER & TRAPP: Sort volumes be binding type and place in carton or envelope, securely close it, and attach a label reading "READY FOR O & T. 110 Butler." Cartons are picked up every Tuesday from 110 Butler by a bindery representative. (Lehman and Law Libraries have regularly scheduled pick-ups and do not need to forward material to Room 110 Butler.) KEEP VOLUMES WITH COMPUTER BINDING SLIPS SEPARATE FROM OTHER VOLUMES. Pack Standard and Economy bindings separately.

ICI: Separate Standard, Economy, and Flexbind binding. Using ICI cartons, place ICI shipping label on each carton. Indicate name of library and type of material on label. Fill out one ICI shipping list per shipment, indicating the number of volumes in each binding class and the total number of volumes, as well as the total number of cartons being sent. Check this carefully. Libraries in Butler should address cartons "READY FOR ICI - 110 Butler Library." All other libraries may arrange for a bi-weekly pick-up at their library by calling Materials Processing (x2223) no later than the Monday before each pickup.

RUSH SERVICES

A limited number of items can be handled on a Rush basis; but rush service disrupts the normal flow of work and should be kept to a minimum.

RUSH Commercial Binding

O & T offers rush service; volumes are returned from the bindery 2 weeks after they are sent out. Turn-around-time is 3 weeks maximum, including in-house processing.

ICI does not offer rush service, but routinely provides a two week turn-around-time on all volumes sent for binding.

Rush volumes will be processed and forwarded from Materials Processing within one working day of their return from the binder. When necessary, departmental staff may arrange to pick up rush volumes from Materials Processing on the day they are ready.

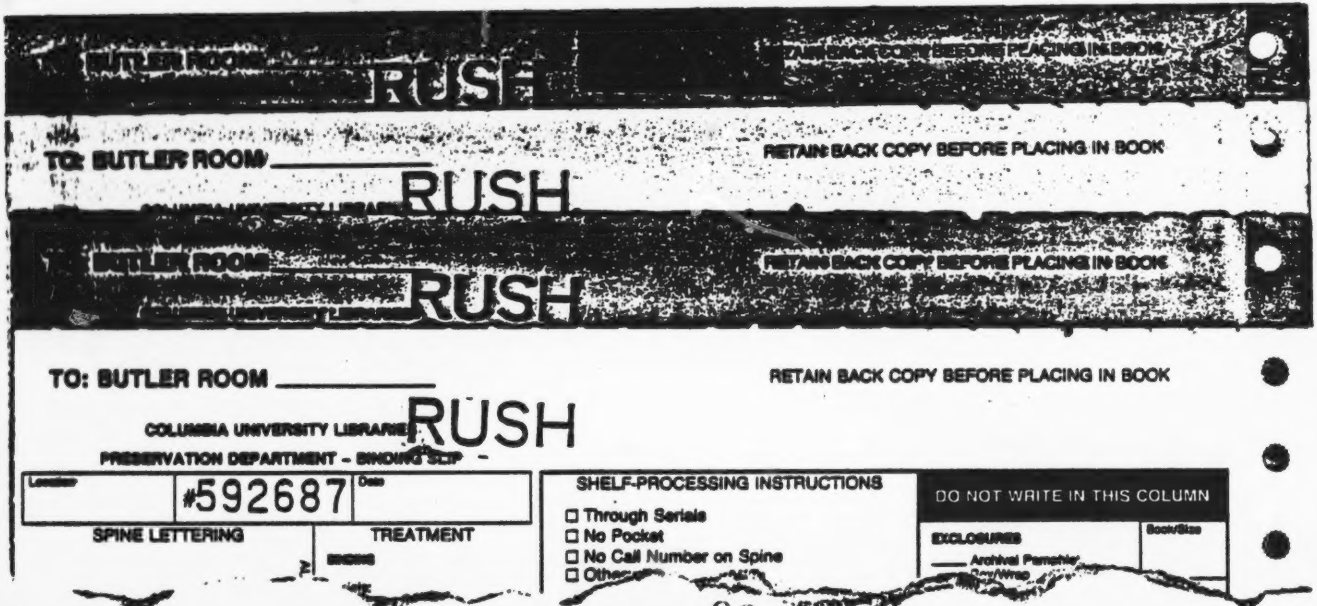
RUSH In-House Treatment

A limited number of ordinary repairs and other treatments can be performed on a rush basis each week. Turn-around-time is approximately one week.

RUSH Binding for Serials

See page 51.

REMEMBER - STAMP ALL FOUR COPIES OF BINDING SLIP WITH RED INK IN DESIGNATED SPACE



TO: BUTLER ROOM

RETAIN BACK COPY BEFORE PLACING IN BOOK

RUSH

TO: BUTLER ROOM

RETAIN BACK COPY BEFORE PLACING IN BOOK

RUSH

BUTLER ROOM

RETAIN BACK COPY BEFORE PLACING IN BOOK

RUSH

TO: BUTLER ROOM ____________

RETAIN BACK COPY BEFORE PLACING IN BOOK

COLUMBIA UNIVERSITY LIBRARIES RUSH

PRESERVATION DEPARTMENT - BINDING SLIP

Location	#592687	Date

SPINE LETTERING

TREATMENT

BINDING

SHELF-PROCESSING INSTRUCTIONS

☐ Through Serials
☐ No Pocket
☐ No Call Number on Spine
☐ Other

DO NOT WRITE IN THIS COLUMN

EXCLOSURES

Book/Size

____ Archival Pamphlet

Box/Wrap

RETRIEVING MATERIALS IN PROCESS

Readers occasionally need materials which are in process or at the bindery. If they can wait until the items are received by the departmental library in the normal course of treatment, they should be encouraged to do so. If the need for the item is pressing, the following steps should be taken. Please do not send patrons to Materials Processing in search of books; all requests must be handled by a staff member.

Judging the Need

Conducting a search disrupts the processing routine. The turn-around-time for most items is relatively short and should accomodate most readers' needs. The best approach to most requests will be to inform the patron of the approximate date the material will be available. If the material is not expected back in time to meet the reader's needs, and those needs are great enough to justify a disruption of routine, the staff member (NOT the reader) should contact Materials Processing.

NOTE: Before contacting Materials Processing, be sure the shelf has been carefully searched. Materials sometimes reach the shelves without being charged in, and patrons do not always check the shelf carefully.

Channeling Requests

Contact Materials Processing, 110 Butler (x2223) for items that have been sent for commercial binding, shelf processing, or corrections.

Contact the Conservation Lab, 106 Butler (x3580) for materials sent for in-house treatment or repair.

Procedures

-- Search the shelves carefully.
-- If the item is a serial volume, check with Serials Cataloging to see if it has been added yet.
-- Forward a photocopy of the entire binding slip to Materials Processing or to the Conservation Lab as appropriate.
-- Newly cataloged material may be traced by providing Materials Processing with the author/title/call number, cataloging date, paperback notation, and priority status. An RLIN printout of the item is helpful.
-- A status report on the item will be provided within one or two working days.

RETURN OF MATERIALS FOLLOWING TREATMENT

When completed work is returned to the appropriate library unit, a copy of the binding slip will normally accompany each volume to facilitate clearing of circulation files.

All newly returned volumes should be inspected for errors in binding, lettering, and processing. Should errors be discovered, return the volume with the original binding slip and a note indicating the error to Materials Processing. Claims cannot be made without the original binding slip.

Remove all extraneous papers and objects, binding slips, paper clips, riders, etc., before shelving the volume.

CHAPTER 3: REPLACEMENT OPTIONS FOR BRITTLE MATERIALS

Replacement should be considered when the original material is too brittle, or otherwise deteriorated, for physical treatment. The process of identification and review of a collection (described on pages 2-4) will have already isolated the candidates requiring replacement decisions. Replacement is the only practical and economical long term treatment option available for the majority of brittle materials in the general collections.

Replacements can be reproductions of exact editions, or editions that include or supersede a work. The format can be hard copy (reprints, photocopy) or microform, and they can be purchased from commercial sources or created on demand. The selection of the appropriate replacement will depend on a number of variables, primarily availability, cost, and specific collection needs and priorities.

DESCRIPTION OF REPLACEMENT OPTIONS

The following sections contain descriptions of the types of replacements that are commercially available (reprints and microforms), that can be produced in-house (microforms), and that can be obtained through contracting with other campus services and outside vendors (microforms and photocopies). Descriptions will include the major characteristics of each replacement format, information on how to choose a format, recommended materials suitable for each format, and guidelines for locating available replacements or for requesting the creation of replacements from outside sources when they are not yet available.

Not all the options listed below are available through in-house services. The Preservation Department acts in an advisory capacity in recommending vendors and providing specifications for outside services.

COMMERCIAL REPRINTS/MICROFORMS

Reprints and microform reprints of out-of-print materials are often available from commercial publishers and library photoduplication services departments. The purchase of an existing replacement is usually the most economical option for material too deteriorated for physical treatment. Titles needing replacement should be searched thoroughly to locate existing replacements. Replacement catalogs for reprints and microforms are available in Butler Reference; microform replacement catalogs are also in the Preservation Department.

Paper Reprints - Paper reprints are usually the first replacement choice for monographs, pamphlets, and short series. Volumes for course reserve, heavily circulated material, reference works, and volumes with color illustrations or maps are prime candidates for paper replacement. With few exceptions, a reprint should be selected in preference to a copy from the out-of-print market. If a volume has embrittled with age and is damaged from use, another volume published the same date will usually be just as fragile and will deteriorate as quickly once it is subject to use. One should make a conscious effort not to add to the future preservation problems of the Libraries by acquiring material that needs treatment before it can be placed on the shelf for the first time.

Microforms - Microforms are the second replacement choice for monographs and serials. Titles are widely available from commercial and library sources, usually at reasonable cost, and they save on storage space. In many cases, microforms may be the only replacement choice, especially for serial volumes. Micropublishers may offer a variety of choices: 35mm or 16mm roll film, microfiche, positive or negative polarity, emulsion of silver halide, vesicular or diazo. Libraries with microfilming facilities will often provide only silver halide 35mm roll film.

The most prevalent formats held by libraries are 35mm roll film and microfiche. If the publisher offers a choice, select the most useful format based on your library's reading and printing equipment, your storage capacities, the formats already in the collection, and the format that best suits the type of material and its use. An index or catalog for quick reference is better suited to fiche, a thin or average volume is reasonable in either fiche or film, and a serial is best suited to a roll film format. On one hand, microfiche is a little easier to use. On the other hand, microfilm may cause fewer security and reshelving problems. Half-tone illustrations, uncolored maps, photographs, and plates reproduce adequately, making microforms suitable to replace most library materials when preservation of the intellectual content is the primary objective.

As a general rule, positive service copies should be purchased for use in the library. One may select negative polarity film if the principle use will be with a reader-printer with only reverse polarity. At present, most reader-printer equipment in the Libraries' operates on this basis: when making a paper print from a positive microform (black writing on white paper), the paper print will be a negative image (white writing on a black background). Service copies need not be silver halide. When a publisher offers a choice, vesicular or diazo films usually cost less and are more durable under use conditions.

IN-HOUSE PRESERVATION MICROFILMING

Deteriorated material that cannot be replaced by available reprints or microforms should be recommended for in-house microfilming. The Reprography Laboratory, in the Preservation Department, produces microfilm replacements for library materials. Recommended titles should fit the following criteria:

- -- Of significant research value to the collection;
- -- Unavailable in reprint or microform, i.e. Preservation will not duplicate filming already done;
- -- Printed on paper that is becoming so brittle and

deteriorated that use should be restricted;

- -- Of little artifactual value, so that the original can be withdrawn after filming;
- -- Be as complete a bibliographic unit as possible. The Preservation Records Office will attempt to borrow in order to complete serial runs, but CUL should have complete or significantly complete holdings for a span of time.

The Preservation Records Office (PRO) is the unit responsible for processing preservation microfilming recommendations. Recommendations should be sent directly to PRO on a regular basis as titles are identified. The Preservation Department staff is also available to discuss large or special microfilming projects. All materials for filming are searched by the PRO staff in standard microform replacement catalogs to make sure none are available. Materials are collated, missing or damaged pages are borrowed to complete each bibliographic unit, and titles are queued in RLIN to indicate our intention to film. Volumes are disbound when withdrawal is indicated.

Volumes may be rejected as in-house microfilming candidates if they are too damaged or incomplete. To order microfilm from another location, see "New Filming" section below.

Often original material that must be retained because of artifactual value can be filmed without disbinding. This is particularly true for older materials (pre-1850) with good, flexible paper. If paper is brittle, a microfilm copy can serve as a protective measure by its use in place of a fragile original. This works most successfully when use of original material can be restricted, as in the Rare Book and Manuscript Library.

A positive microform service copy is made and is cataloged for the collection. The original volume is withdrawn or returned as requested. The microform master negative is stored off-site under archival storage conditions, and the printing masters are stored in the Preservation Department for duplication as requested by CUL or patrons.

"NEW FILMING"

A volume too damaged for in-house filming (many cracked pages, text loss, pages glued together, underlined, defaced) or incomplete may be rejected. Microform replacements for this material may be ordered from another library or institution that owns a complete paper copy and has a micrographics facility which meets ANSI standards and specifications. Full volumes missing from CUL may also be replaced in this way. Orders for such microforms (or "new filming") can be initiated through Book Acquisitions following the usual procedures for ordering replacements. The library unit has the responsibility for identifying and listing locations for other copies by searching NUC, ULS, or RLIN. Acquisitions will select one of the locations (based on the availability of micrographics services at each location).

PHOTOCOPY REPLACEMENTS

Photocopy replacements can be produced when no paper replacement is commercially available and microforms are not appropriate. Although photocopy has not been considered a long term preservation treatment option, it may be the most desirable option for certain materials that must be maintained in a paper format. The categories of materials that lend themselves to replacement in photocopy include heavily used reserve material, reference works, and a single damaged or brittle volume in a monographic set or serial run when the full set does not warrant replacement. Also, photocopy rather than microform might be considered when the item is held by several libraries and local access is a primary need.

Guidelines for Preservation Photocopying

Departmental libraries are able to do their own copying if recommended paper is used and photocopy quality is high. Other options include ordering preservation photocopies through ILL from other holding libraries, or through Acquisitions from any of several vendors specializing in preservation photocopying. The Preservation Department staff is available to advise and assist in such projects.

The reproduction should be double-sided in register (ie. with text aligned on front and back of of copy. See Appendix C for sample) so that the finished product takes up less space and appears more like the original. To do this most easily, the original volume should be disbound so pages will lie flat for the best quality reproduction, especially if paper is brittle and the volume oversewn. Acid-neutral paper should be used and is available from the Preservation Department or the Supply Room. Each page should be photocopied with at least a one-inch inner binding margin and with consistent outer margins to permit trimming of edges without cutting into text.

Copying can also be two-up (two pages per frame/side of paper), if the book is not disbound. Carefully collate photocopies for order and completeness and then forward to Materials Processing, 110 Butler, with a CUL binding slip for commercial binding.

RECOMMENDED FORMATS

Heavily used reference material	Reprint
Course reserves	Reprint/Photocopy
Color illustrations, maps, charts	Reprint
Quick reference material	Microfiche
Thin pamphlets	Microfiche
Indexes, catalogs	Microfiche
Monographs	Microfilm
Serials	Microfilm
Series	Microfilm
Newspapers	Microfilm
Manuscripts	Microfilm
Oversize	Microfilm

SENDING MATERIAL FOR FILMING

Materials that are being recommended for preservation microfilming should be sent to the Preservation Records Office with the appropriate form (see pages 66-67). A copy of the cataloging record should be included and any searching performed in the library unit indicated. Monographs or serials of less than ten volumes should be sent with the forms to PRO, Room 110 Butler Library; only the forms should be sent for serials of more than ten volumes. They will be called for when filming is scheduled. Units may also request microform searching only for selected titles by sending completed forms to PRO by marking the "search only" box at the top right. Titles will usually be searched and returned in one week.

SEARCHING RESPONSIBILITIES

Library Unit - The individual library unit has the responsibility for reprint searching--the searching in current standard and specialized catalogs to locate paper reprints or hard copy replacements. The standard sources for reprint searching include:

Books in Print
British Books in Print
Guide to Reprints
Books on Demand
Les Livres Disponsibles
Verzeichnis Lieferbarer Bucher
Catalogo dei Libri in Commercio
Libros En Venta
Libros Espanoles

This is not an exhaustive list and there are many other similar titles listing current books in print organized by language, country, or subject. Each library unit should add its own specialized subject and language catalogs to this list.

Preservation Records Office (PRO) - PRO staff searches each recommended title in local Columbia catalogs (the General Catalog or Official Serials Catalog), to verify the main entry, cataloging information, and holdings. A copy of the existing catalog record or RLIN record is used on the microfilm reel as title identification. When an existing catalog record cannot be found, records may be used from the shelf list, local unit catalogs, NUC, RLIN, or they can be prepared by the Cataloging Units.

PRO assumes the responsibility for locating available microform replacements. Each recommended title is searched in each of the following:

National Register of Microform Masters
Guide to Microforms in Print
NYPL Register of Microform Masters
Serials in Microform or Newspapers in Microform
RLIN

These microform replacement tools are available for use in Butler Reference, Butler's Collection Maintenance, and in PRO. All replacement searching by PRO is for the exact edition in hand unless otherwise specified.

When PRO finds an available replacement, the volume and publisher information are returned to the library unit for the initiation of replacement orders through Acquisitions. The Preservation Department does not film titles that are already available in microform.

PRESERVATION MICROFILMING RECOMMENDATION FORM

The "Preservation Microfilming Recommendation Form" (see following page), available from the Preservation Records Office, should be completed for each title sent for filming. It contains important information that will travel with the volume through pre- and post-film processing, and cataloging.

SIDE 1: This should be filled out by the library unit recommending the title and include the unit name and selector. Requests for microform replacement search information only should mark one or both boxes in the top right corner.

Section A: Bibliographic Information

This must contain the full main entry (author/title/ imprint) to enable PRO to search accurately for microform replacements. Include the call number, and vols., nos., etc., when appropriate. A copy of the existing catalog or RLIN record can be substituted, and is preferred, especially for complicated titles, serials, and for titles that are not in the Butler General Catalog or Shelflist.

Section B: Search Record

List the name and publication date of all sources that have been searched for available replacements (paper or microform) to avoid duplicate searching. If search only information is requested, PRO will make the search report in this section.

Section C: Processing Information

This Section must be completed before items are forwarded for filming. Number 1 indicates to PRO how material is to be physically prepared for the camera (i.e., whether it is to be disbound or filmed intact). Numbers 1-5 provide information for cataloging items, withdrawing records, and the final disposition of materials.

COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DEPARTMENT

Preservation Microfilming Recommendation Form

TO: Preservation Records Office
110 Butler Library

Date: ______________

FROM: ____
(Selection Officer/ Department Librarian)

____
(Library Unit)

This side to be completed by Selection Officer/Library Unit

A. This title is being recommended for preservation microfilming:

Catalog Entry:

Call Number:

Vols., Nos.:

B. Search Record: List sources checked including local catalogs.

C. Processing Information:

1. PRO may: ___ Discard Original
   ___ Retain Original, reason ______________
2. If discard original, is this your last copy in this classification number?

   ___ Yes; ___ No
3. Other: (Information relevant for changing/withdrawing catalog records in Library Units and GC)
4. Material: ___ Accompanies this Form
   ___ Is located in: ______________
5. Catalog microform for ____________________ Library.

COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DEPARTMENT

Routing Slip

TO: Original Monographs/
Serials Cataloging

Date: ______________

FROM: Preservation Records Office, 110 Butler Library

1. ____ The accompanying item was filmed by Columbia University Libraries for preservation. Microfilm note:

   Microfilm.*bNew York, N.Y. :*cColumbia University Libraries,*d198__.*e__ microfilm reel(s). 35mm.

   (590) Master Negative # ______________________

   Catalog Microfilm for: ______________________

2. ____ The accompanying item was filmed by Columbia University Libraries for preservation. Microfiche note:

   Microfiche.*bNew York, N.Y. :*cColumbia University Libraries,*d198__.*e__ microfiche(s). 11 x 15cm.

   (590) Master Negative #______________________

   Catalog microfiche for: ______________________

RLIN: Date Queued ______________ ID# ______________

Date Updated ______________

After OMC - Forward to Catalog Maintenance
After Serials Cataloging - Forward directly to Library Unit

TO: Library Unit

This title has been filmed and cataloged for the Library Unit as instructed.

Please clear local charge/circulation file for this title and:

___ Withdraw catalog records
___ Update shelflist to reflect that this copy has been withdrawn

PLEASE *** DO NOT REMOVE

SIDE 2: This is the routing slip that travels to the cataloging units with the completed microform. It contains the RLIN ID#, the technical microfilming data, and the master negative note that becomes part of the updated RLIN record. After the microforms are cataloged, original materials are sent to Gifts & Exchange for withdrawal, or back to the recommending library unit as appropriate.

Cataloging staff completes the lower section of the form at the end of the process, and forwards forms back to the recommending library unit so local records can be updated and any charge files cleared.

ROUTING MATERIALS

A. Monographs accompanied by the "Preservation Microfilming Recommendation Form" can be forwarded directly to PRO, 110 Butler Library by local campus mail. Fragile or oversize material should be packed carefully for transit or delivered by hand. No rubberbands or paper clips should be used.

B. Serials (short runs under ten volumes) can also be forwarded directly to PRO. All volumes from the set (the complete bibliographic unit) should be assembled and sent together. For longer serials, the recommendation forms and a copy of the existing catalog record with holdings should be forwarded first. PRO will search for available film replacements from information on the form, then notify the library unit of a filming schedule. These serial runs should remain in the library unit until the material is called for by PRO.

C. Search Only (monographs & serials). Forward recommendation forms to PRO. Section C can be omitted at this time. Staff will prepare a search report and return it to the library unit usually in one week. Do not send materials at this time. If the decision is made to film, follow procedures as in Sections A and B above.

D. Uncataloged Material. Material cannot be filmed unless some preliminary cataloging (author, title, imprint, and collation) has been established, and NUC or RLIN records made available. OMC or Serials Cataloging can provide this cataloging for an item. The cataloging units should prepare this information before it is forwarded to the PRO. Items will be cataloged as microforms only if the paper copy is being withdrawn.

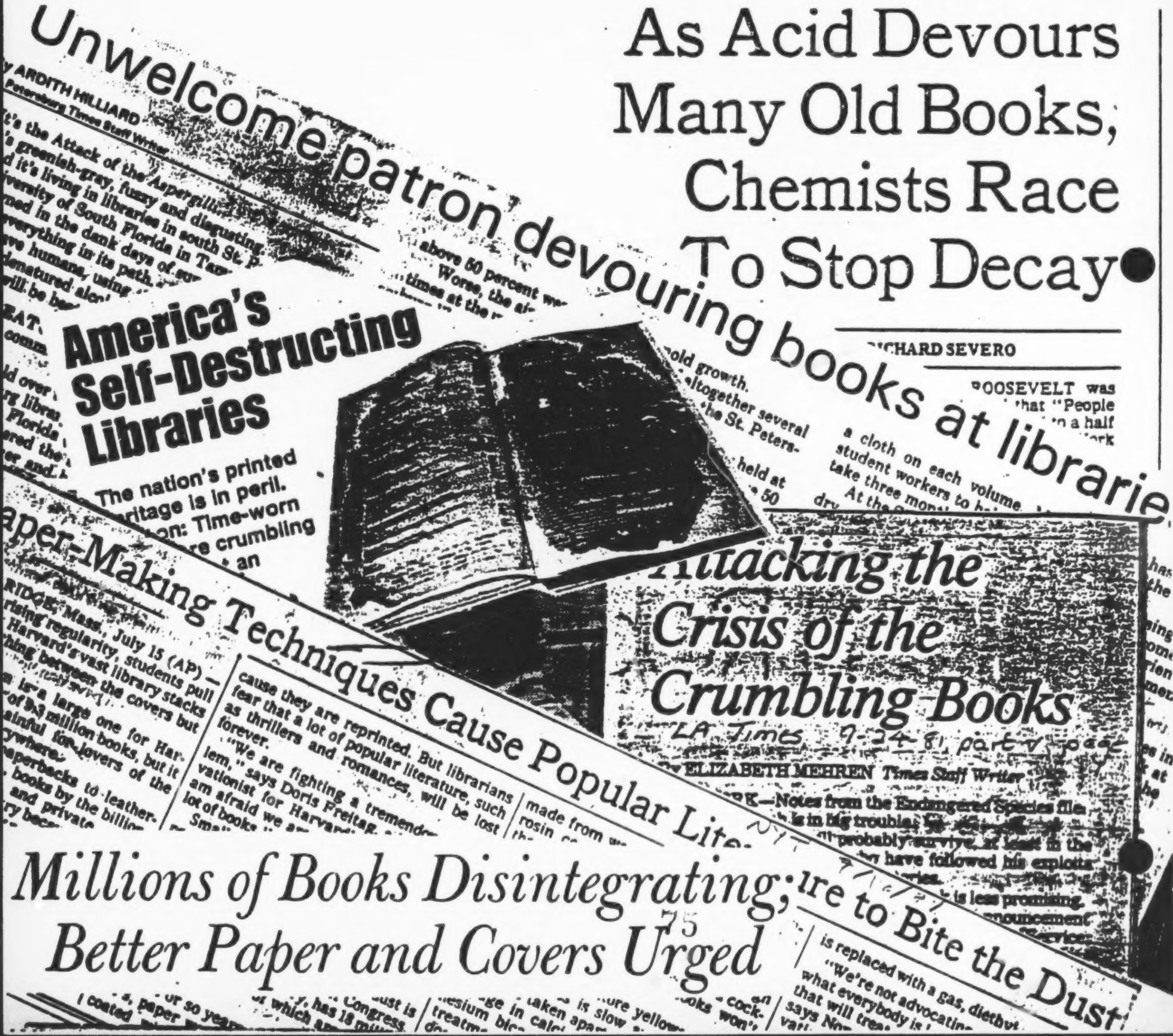
E. Special Material. Filming of rare books or manuscripts, oversize, and reserve items should be discussed with PRO before forwarding materials. Each item must be accompanied by a completed "Preservation Microfilming Recommendation Form."

F. Special Projects. Contact PRO to discuss approaches and procedures for special or large projects being planned.

RETRIEVING MATERIALS IN-PROCESS

The library unit may retrieve materials in-process by contacting PRO. Please do not send patrons to the office in search of books; PRO will send the material back to the library unit for patron use whenever possible. Use should be on-site as most of these volumes will be brittle and disbound.

To find the material, PRO needs bibliographical information (main entry and call number) and date sent for filming. All queued records are in the RLIN acquisitions system and contain our local control number for retrieval. Please return the material when the patron's needs have been met.



Unwelcome patron devouring books at librarie

As Acid Devours Many Old Books, Chemists Race To Stop Decay

America's Self-Destructing Libraries

The nation's printed ...ritage is in peril. ...on: Time-worn ...re crumbling

...aper-Making Techniques Cause Popular Lite... ...re to Bite the Dust

...ttacking the Crisis of the Crumbling Books

LA Times 9-24-81 part V page 1

ELIZABETH MEHREN Times Staff Writer

NYT

Millions of Books Disintegrating; Better Paper and Covers Urged

BIBLIOGRAPHIC CONTROL OF MICROFORM REPLACEMENTS

PRE-CAMERA OPERATIONS: All materials that have been searched and prepared for in-house microfilming will be queued in RLIN. The existing catalog record is input into the acquisitions system with the queue date. The queue date indicates our intent to film. This information will help to avoid duplicate filming by other libraries and institutions. The queue date is at the end of the BIB record, indicated by "QD." The existence of a microform or queued record for a title is indicated by an "*" or "+" respectively next to the primary cluster or on the PAR screen. Another indication in the record is the word [microform] following the title phrase.

POST-CAMERA OPERATIONS: Library units recommending preservation filming will be provided with a positive microform service copy of the item. Records for titles queued in RLIN in the pre-camera operations will be updated in the cataloging system for the appropriate microform collection. RLIN-produced card sets will be distributed to the library units. Cards contain the NNC master negative number (e.g., MN# 0328-2) which can be used to order subsequent copies of the microform. The "Preservation Microfilming Recommendation Form" will be returned to the library unit from which it originated after the service copy has been cataloged. At this point, the charge file should be cleared and local records updated or withdrawn as appropriate. Withdrawn volumes are to be sent to Gifts & Exchange for final disposition (see Side 2 of the recommendation form).

After filming is complete, volumes will be forwarded to the cataloging units with the microform service copy. Items will then be withdrawn or returned to the library units as indicated. Special collections materials will be returned directly to the library unit as soon as filming is complete and the films routed for cataloging.

The microform master negative is stored off-site under archival conditions. A printing master is retained in the Preservation Department for providing duplicate copies.

As part of the Columbia University Libraries public service function, the Preservation Department routinely offers microfilm and photographs of library materials to researchers for off-site use or for publication. Requests primarily come through Interlibrary Loan, often for noncirculating items, or from other libraries for material to add to their collections. This service is offered at prices listed on the "CUL Price List and Conditions of Service." See Appendix.

MICROFORM ORDERS: Inquiries come directly to the Preservation Records Office or via the individual library units. PRO searches the request, calls for the material, collates and prepares the volume for filming, and queues the title in RLIN. The "Call for Material" slip (see next page) includes a copy of the existing catalog record from the General Catalog, PRO's local control number (e.g., MF#86-0001, NYS-0001), and a note of holdings needed for filming. Titles should be charged out in local records and sent or delivered to PRO within five days with the call slip inside the volume.

When a title is microfilmed as a customer request, a service copy is routinely made for CUL as well, and the printing master is retained in the Preservation Department. The volume (with the exception of rare materials) will travel with the film to Cataloging Units until the film is cataloged, then returned to the library unit. Rare materials and those requiring special handling are returned to the unit immediately after filming.

PHOTOGRAPH ORDERS: Customer generated orders for photographs are handled in much the same way as microfilm orders. Procedures are established for the photographing of materials from Avery and the Rare Book and Manuscript Library. Any other collections receiving photograph orders should forward the request to PRO to initiate the procedures. It is important that no RUSH or large orders be accepted without consultation with the Reprography Lab Supervisor (ext. 4884).

Photographs for publication are subject to the CUL Permissions Policy and fee schedule; the requestor should be referred to the appropriate library unit where the original material is located. See Appendix B for price lists and order forms.

A comprehensive preservation program includes preventing damage to materials as well as treating materials as they become deteriorated. The following notes provide information and guidelines on how to prevent damage. They should assist all library staff in the proper care and maintenance of the collections. Further detail on topics dealt with in these "Notes" may be requested from the Preservation Department (x2223). All staff are encouraged to suggest additional topics for inclusion in this section.

SHELVING

Proper shelving can greatly extend the useful life of library materials. Unnecessary damage can be prevented by recognizing destructive shelving practices that cause the breakdown of a book's binding structure. Volumes incorrectly shelved and handled give way to stresses that can permanently warp bindings, tear a book from its cover, crack spines, and crumble brittle pages. Attention to good shelving practices and keeping shelves neat goes a long way toward preserving our library collections and encouraging users to follow our good example.

REMOVING VOLUMES FROM THE SHELF - Do not pull a volume off the shelf by the head·cap of the spine. Push the two volumes on either side of the desired volume back slightly, leaving the book free to be grasped solidly.

Tilt out the first volume in a tight row by placing a finger on the top of the book and tipping forward far enough to grasp the volume.

Push in bookends after a volume is removed to keep remaining books straight.

Large volumes shelved flat should be removed one at a time and placed on a table for use.

Use a step stool to reach high shelves.

RESHELVING - Shelve books vertically, in an upright well-supported position. Make sure each row of books is straight and supported by a bookend.

Place books too tall for the shelf spine down, but avoid volumes projecting out into the aisle.

Shelve oversize volumes flat, ideally one to a shelf, but not more than three. Provide consultation space near the shelving area.

Fasten securely all portfolios and boxes protecting fragile materials.

Before reshelving, dust books to remove damaging dirt and set aside for review volumes needing repair.

CLEANING BOOKS AND STACK AREAS

Particulate matter, dust, soot and dirt is an unending threat, especially in New York City. Dirt is more than an unsightly nuisance; it can abrade book materials, and introduce destructive chemicals which hasten deterioration.

Whenever sections are being shifted, dust each volume before placing it on the new shelf. In addition, establish a regular cleaning cycle aimed at working through the entire collection every three to eight years (depending on the size and value of the collection, local dirt conditions, and use patterns). This thorough cleaning should include removal of every item, cleaning shelves and each volume. If possible, use a small vacuum cleaner with soft-brush attachment and use Endust-treated cheese cloth. Do not use the mineral oil-impregnated cloths provided to the Facilities staff. Work from the top shelf down, exercising extreme caution in handling brittle items. During this process, damaged or deteriorated volumes can be identified for treatment. Units undertaking a cleaning program for the first time should consult the the Preservation Department.

Eliminate foreign materials from the stack area. Food, drinks, and smoking apparatus should never be permitted around shelves. Shelf labels should be of the type which fit into brackets on the front-edge. If tape must be used, be sure it does not extend above or below the edge of the shelf; this is necessary to keep the adhesive from the books.

KEEP OPEN STACKS NEAT - The natural tendency is to leave things as they are found, or more so. If books are haphazardly sprawled on shelves, users are likely to be casual about handling them. But if they're upright in neat rows, users will tend to keep them that way, and may even straighten up a toppled row if it is a conspicuous exception to overall neatness. Give enough time to straightening and cleaning to create an overall impression of care for the books so that readers will be inclined to perpetuate the arrangement.

STAFF FOR SHELF MAINTENANCE - To accomplish all these things, one person should be given specific responsibility for the appearance of the shelves; in a large stack area, this responsibility may be divided, by area, among two or more assistants. A crash program of straightening up may be easily combined with re-shelving, shelf-reading, weeding, etc. The responsible person should have these notes as a guide, and should be encouraged to suggest major shifts, rearrangement of shelves, requests for more book-ends, etc., as appropriate.

MICROFORMS

Microforms have their own specific requirements for proper handling and storage. Safeguards against mishandling will prevent unnecessary wear and tear. Microforms are easily scratched and torn if not handled correctly. Because of the heavy use of microform service copies in libraries, the more rigorous archival standards established for the storage of master negatives are impractical. However, since repair and replacement of any library materials are both costly and time consuming, all efforts at proper care and handling will help to extend the useful life of microforms. Supplies mentioned below are available from CUL Supply Room or the Reprography Laboratory.

HANDLING - Clean, well-maintained reading equipment can prevent damage to film. Dust and dirt on glass flats scratch and abrade the emulsion obliterating the image. Clean equipment regularly and keep lens housing covered when not in use.

Handle microfilm only by the edges or by the leader; and fiche by the header. Fingerprints leave oils and acid on the surface which blur the image and attract dust and dirt.

When working with a large quantity of microfilm or fiche, use white cotton gloves to avoid fingerprints or scratching.

Tears that are spotted should be repaired before the film goes to the shelf. Further damage can occur when torn film is used on a reader. Torn film can be repaired by the Reprography laboratory staff using splicing equipment. Pressure sensitive tape should never be used to repair tears. Film with extensive damage (where text is lost) may need to be replaced.

Roll film should have adequate leader and trailer for easier handling (at least 18" of blank film at each end). Users will be able to load reading equipment more easily, preventing damage from fingerprints. Leader and trailer can be spliced to film by the Reprography staff.

STORAGE - Microfilm should be stored on plastic reels, in closed boxes. Metal reels with sharp edges should be replaced with plastic; damaged or worn boxes should be replaced to keep out dust and dirt that can scratch film.

Remove all rubberbands on microfilm reels. Sulfur in rubberbands causes chemical reactions that damage film; and even sulfur-free ones can damage.

Full reels of microfilm will stay neatly wound by themselves; shorter titles that tend to unwind should be secured with paper wrap-arounds available from the Reprography Lab (x4884).

Rewind microfilm reels firmly but not too tightly. Film wound too tightly may buckle or scratch and film can stick together when temperature and humidity are high.

Microfiche are best stored in individual paper envelopes. This provides protection from dust, dirt, and abrasion. Remove any plastic wrappings or rubberbands for storage. Filing without envelopes is not harmful if temperature and humidity are kept low to prevent the sheets from sticking together.

INSPECTION - All microforms being added to the collection should be visually inspected for completeness, overall appearance, and readability. Some of the problems to watch out for are:

-- blurry image
-- deep scratching
-- too light or too dark image
-- anything that causes the image to be illegible
-- missing or out of order pages, issues, etc.

The Reprography staff is available to help confirm these problems.

Microforms produced outside the Reprography Lab with problems of image quality as well as any bibliographic anomalies should be brought to the attention of the Acquisitions Department. Unacceptable microforms should be returned for refund or replacement. Micropublishers that show repeated problems should be identified so they can be avoided in the future.

CONSCIOUSNESS-RAISING AMONG PATRONS AND STAFF

User Awareness Items - Consciousness-raising bookmarks, stand-up sign and photocopying poster designed by the Preservation Committee are available from the Preservation Department. Please request supplies as needed.

Audio Visual Programs - Audio-visual programs from various libraries are available through the Preservation Department. A department may contact the Preservation Department for a training session on any aspect of preservation.

DISASTER PREPAREDNESS

The Disaster Preparedness Plan is available in every department of the library. It is in a red binder and should be accessible to all staff. It is the responsibility of the Preservation Department to come to your aid in a disaster situation and the Head of the Preservation Department should be notified immediately. Please become familiar with the Disaster Preparedness Plan.

CHAPTER 6: C.U.L. AND R.L.G. PRESERVATION COMMITTEES

In the Fall, 1981, a Columbia University Libraries Preservation Committee was established.

CHARGE AND MEMBERSHIP

Charge: To advise and assist the Head of the Preservation Department in determining preservation needs of the library system; to serve as liaison and resource persons on preservation; to assist in setting goals and priorities relating to preservation; to consider policy and procedures in relation to preservation; to accomplish specific projects relating to preservation.

Membership: Librarians and supervisory staff chosen in consultation with Group Directors and Distinctive Collection Librarians.

Representation: Technical Support (1)
Services (3)
Resources (1)
Distinctive Collections (2)

Resulting in a membership of seven, with two year overlapping terms, with reappointment capabilities.

R.L.G. PRESERVATION COMMITTEE

The Preservation Committee is one of the programs of RLG.

Goals - The Preservation Committee is charged to provide the President with advice on projects required for the establishment of a cooperative preservation program within the partnership. Specific counsel should be given on, but not limited to, the following:

1. Development of a plan for sharing preservation responsibilities and ensuring continuing availability of research resources in all appropriate fields.

2. Development of a means to exchange information regularly about items preserved at member institutions.

3. Definition of policy issues governing preservation responsibilities of RLG members that correspond to their collecting responsibilities.

4. Systems development work required to use RLIN effectively for preservation purposes, e.g., sharing information about items preserved, provision of management reports, etc.

5. Evaluation of available technologies related to preservation to

determine RLG's potential role as a site for pilot projects, testing, or experimentation.

6. Identification of special data bases or retrospective conversion projects that would expand coverage of information within RLIN and assist in supporting rational cooperative preservation policies.

APPENDIX A CUL Preservation Policy

PRESERVATION POLICY STATEMENT

I. Introduction

The Columbia University Libraries is committed to the preservation of its collection. Preservation is the action taken to prevent, stop, or retard deterioration of library materials, as well as to improve their condition or, as necessary, to change their format in order to preserve the intellectual content. Conservation implies the restoration of individual items to a state close to the original, by means of physical treatment. Preservation is used here as the broader term encompassing both preservation and conservation. Replacement of materials lost or missing is a form of preservation.

In a research library, most materials are selected for permanent value and therefore should be preserved. Some materials, however, may not be added as a permanent part of the collection, and a preservation decision may be made as they are acquired or a later selection decision may be necessary should the items become deteriorated, or the library's need changes.

In the Columbia University Libraries responsibility and authority for preservation decisions rest with the following positions (or their designees): the Department Librarians, the Distinctive Collection Librarians, and the Science Division Chief, and the Butler Collection Selection Officers, in consultation with access services staff, subject specialists, area bibliographers, and preservation staff. Final responsibility and authority rests with the Director of the Resources Group and the Distinctive Collection Librarians.

Columbia University Libraries, to insure the preservation of the collections, has established a distinct Preservation Department within the Resources Group. The Head of the Preservation Department serves as an advisor to those responsible for collections, and the departmental staff provides various preservation services. The Department has produced the Preservation Handbook. The Head of the Department also chairs the Preservation Committee which has produced a Disaster Preparedness Plan. These two documents provide the technical details and procedures for day-to-day preservation activities; they also provide recommendations for action in special situations like floods.

The purpose of this policy statement is to provide the framework for coordinating preservation decisions with collection development decisions. It provides guidelines for coordinating such decisions within individual collecting policies. The guidelines apply generally to all formats, but do not include Art Properties.

The policy statements in this document are written within the philosophical framework that preservation is necessary and needs no further justification in a research library. They are based on certain basic principles:

1. The department or distinctive collection librarians, including the Science Division and Butler Stacks selection officers, are responsible for developing and maintaining a collection which meets the needs of their library users. Therefore, preservation policy for materials in those collections is best determined by these officers. They, however, consult area bibliographers, reference staff and others when necessary, and encourage input from other staff members, including personnel from the Acquisitions and Gifts and Exchange Departments.
2. Preservation decisions have economic as well as philosophical and aesthetic implications.
3. Within budget and staff constraints, high priority is assigned to preservation.
4. A written preservation statement provides a framework for decision making, and provides historical documentation for decisions. A written statement also provides a listing of priorities for preservation treatment.
5. Indefinite storage of unusable materials within the Columbia University Libraries cannot be justified.
6. Those responsible for collections must understand the treatment options available for materials, and the guidelines for preservation decisions.
7. Preservation decisions should be recorded.

II. Preservation Decision Points

Preservation decisions for individual items must be made at various points in the life of an item in the library. Materials for which such decisions are needed should be brought to the attention of section or departmental staff who are charged with making such decisions. The individuals most likely to be authorized and responsible for preservation decisions are indicated in the examples which follow. Other staff members in various units may appropriately be charged with certain levels of decision, e.g. replacement of lost or missing periodical issues or books under $50.00; or choice of bindery (commercial or CUL).

Methods of documenting the decision, such as recording on the shelf list card, entering it into the online record, coding it onto the piece itself, etc., should be utilized to minimize redundant handling. [Determining the most efficient method for recording these decisions is beyond the scope of this document, and a separate group should explore the possible options for this activity.]

The following routine activities present the most likely and frequent opportunities for preservation decisions and related activities:

1. Selecting (BIBLIOGRAPHER): Examples of types of preservation decisions and activities: bind/do not bind; restore upon receipt (used books); catalog for restricted collection; do not catalog (office copies, ephemera, added copies for reserve, etc.). The bibliographer

is also involved in reselection decisions of replacement, rebinding, withdrawal.

2. Ordering and Receiving (ACQUISITIONS LIBRARIAN): examples of types of preservation decisions and activities: replacement of individual periodical issues; identification and return of defective copies.

3. Cataloging (CATALOGER): examples of types of preservation decisions and activities: recommendation for preservation microfilming; identification of missing parts in collating.

4. Materials Processing (SUPERVISOR, PRESERVATION OFFICER): examples of types of preservation decisions and activities: mylar encapsulation; commercial or CUL repair; microfilming.

5. Circulation (SUPERVISOR): examples of types of preservation decisions and activities: identification of materials in disrepair and referral to selectors; recommendations for replacement of lost or missing materials.

6. Pulling for Interlibrary Loan (INTERLIBRARY LOAN STAFF): examples of types of preservation decisions and activities: replacement of missing pages; identification of materials in disrepair and referral to selectors; recommendation of replacement of lost or missing materials.

In addition to these routine processes in which preservation decisions and activities may be required, systematic collection maintenance/review and disaster recovery are activities which require preservation action.

III. Treatment Options

The Preservation Department offers a number of options for the treatment of deteriorated material, primarily based on the condition of the material. The earlier deteriorated material is identified and sent for treatment, the more economic the treatment process will be. The treatments which follow are ordered from the least expensive and routine to the most costly, complicated, and time-consuming. Processing is not included in the cost figures.

1. Commercial binding and rebinding. At a current cost averaging $3.75 per pamphlet volume, $5.75 per monograph rebind, and $7.00 per serial volume, our two commercial binders will provide long-lasting protection for materials added to the collections in paper covers and serial volumes; and rebinding when the paper is still sound.

2. Preservation Department repair and rebinding. Materials that need more care than a commercial bindery will give can be repaired and rebound in house. Because of the hand work and staffing costs, this is often more costly than outside binders' work.

3. Protective enclosures. Materials that cannot be rebound because of deteriorated paper can be placed in a protective case. This is advisable for the following categories of materials: those which

have value as artifacts, those that are already preserved but a copy is to be kept as long as possible, single volumes of serial sets, or those materials not important enough for more expensive preservation. Each case costs approximately $8.00. Single sheet items or pamphlets may be encapsulated in mylar and post-bound.

4. Replacement. Materials that are still in print or have been reprinted, or microfilmed by another source may be replaced through acquisition budgets. Costs are variable. Microfilm of another libraries' copy of an item may often be ordered from the holding library if CUL's copy is too badly deteriorated to film. (see also section IV.D.)

5. Preservation Department microfilming. Deteriorated materials that have not been preserved by other libraries or commercial ventures may be microfilmed inhouse. Estimated costs are $50.00 per 150 exposure monographic title. Serial titles incur one bibliographic cost, about $25.00 or half of the total, but have higher collation and filming costs.

6. Conservation treatment. Rare and valuable materials may be treated by a conservator. Costs are high. Each item must be considered in light of available treatments and funds. Decisions to engage outside conservators should be made in coordination with the Preservation Department.

IV. Collection Preservation Policy Guidelines

A. Introduction

Preservation decisions for individual items or groups of items are very difficult. The decisions are often subjective. The following considerations will both present the larger context for preservation decisions, and assist the librarian in making consistent, logical decisions. Because the materials are deteriorating so quickly and it is expensive both to keep materials in poor condition on the shelves or to treat the materials, it is imperative that a systematic process be initiated rapidly.

B. Decision-making considerations

1. Type of collection

a. Library of record: Many Columbia libraries hold such comprehensive collections in certain subject areas that they are considered libraries of record, e.g. SLS in library science and Avery in architecture. A library of record is defined as a library which agrees to acquire, maintain, and lend items from, its very intensive collections for the benefit of other libraries. For these subject collections, retaining one copy of each text in any format is of prime importance. Generally speaking, the basic text must be kept in perpetuity and be mended, rebound, and replaced if it deteriorates or is lost. RLG primary collecting responsibilities subject areas may also fit into this category.

b. Research level collections: There are collections that support research in certain areas, although the materials may not be unique or the collection designated as one of record. Individual decisions must be made for this material in relation to its value to

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the collection; other factors to consider are the scope of the collection, the content of the item, and its use patterns.

c. Instructional support collections: There are collections that are designed to support a specific department's educational programs. Current materials may be mended or rebound, but not necessarily replaced, or serials may be preserved, but monographs not.

d. Duplicate collection: Some collections contain no unique material, but material which is duplicated in another collection, e.g. College and Burgess-Carpenter. Material may be weeded more heavily, and withdrawn when deteriorated beyond rebinding, so long as the withdrawal decision is coordinated with the primary holding collection.

e. Rare Book and Manuscript collections: Volumes that are old, valuable, impossible to replace, and/or have value as artifacts, involve extraordinary conservation needs. Materials that fit into this category are listed in section IV.D.

2. Type of materials

a. Monographs. Monographs should be purchased in hard cover if possible. When paper covers are the only format available, they will be commercially bound before being added to the collection. Preservation decisions are made on an individual basis.

b. Serials. Serials should be commercially bound as early as is practicable for their security and preservation. Microform or paper replacement should be considered depending on use. Preservation decisions require a consideration of the entire holdings. Individual deteriorated volumes may be boxed in order to keep a set together.

c. Monographic series. Volumes in monographic series are treated as monographs if separately classed, as serials if classed together.

d. Nonprint materials. Each type of nonprint material has its unique preservation needs which must be considered. Preservation decisions must be made using the same criteria for print materials as well as considerations of unusual housing requirements, reading equipment, and fragility of the media.

3. Evidence of Use

Materials that have circulated or been requested on Interlibrary Loan are obvious candidates for preservation decisions. Although past use usually predicts future use, it is difficult to second guess scholarship needs, and materials should be preserved if the content warrants.

C. Guidelines for withdrawal of materials

Deteriorated materials may be withdrawn if they meet one of the following criteria:

1. No longer within the scope of the collection;
2. Duplicates or added copies;
3. When they have been replaced;
4. When they have been superseded, and the earlier edition is not necessary to the collection;
5. Ephemeral;

6. Easily available in microform;
7. Easily available through a cooperative program.

D. Guidelines for transfer to restricted access or special collections.

Materials should be offered to the Rare Book and Manuscript Library in Butler, and special collections in Avery, Health Sciences, East Asian, the Science Division or Law depending on collection and subject matter for consideration if they meet one of the following criteria:

1. Early printed books:
   a. Printed in Europe before 1600;
   b. Printed in England before 1714;
   c. Printed in the United States before 1812;
   d. Health Sciences and Science monographs printed before 1876;
   e. Art and Architecture printed before 1800 or in the U.S. before 1895;
2. Important first, limited, or special editions;
3. Landmark editions of books in the history of a subject;
4. Fine bindings, typographic, or graphic illustration; photographic illustrations;
5. Important signed, annotated, or association copies;
6. Special subjects: trade catalogs, view books, Confederate imprints, modern art movement documents, Columbia University related materials.

Any questions as to whether a book is suitable for transfer should be directed to the librarian in charge of the appropriate special collection.

E. Guidelines for Replacement

1. Deteriorated Volumes

Materials should be replaced when possible as they become deteriorated and still have value to the collection. If the material can be replaced in hard copy, either by a new edition, a reprint, or another copy in better condition, this is the replacement of choice. The second most desirable replacement is by available microform either from a commercial source or another library. Considerations of space in a library may result in a preference for microform. If neither option is available, a recommendation should be made for inhouse microfilming. Because there are so many titles that need preservation microfilming, inhouse filming time cannot be used to film items already available from a commercial source; no matter what the cost.

2. Missing Volumes

Materials that have been declared missing should be replaced under the same conditions as deteriorated volumes.

3. Missing Pages

Pages which have been removed either from a bound journal or a monograph can be replaced by ordering them from a commercial publisher, or photocopies from another library through Interlibrary Loan under certain conditions. Consideration should be given to the number of missing pages, the accessibility of the material, and the cost of an interlibrary loan transaction. If the number of pages is high or if the material from a monograph would be expensive if borrowed from another library, then consideration should be given to replacing the entire book or journal rather than just pages.

Replacement pages for serials are ordered in most departments through Book Acquisitions. Certain guidelines should be followed in preparing the replacement pages for rebinding. The pages must be copied on acid-free paper and must be double-sided. Adequate margins must be present. These pages may be tipped into the volume if fewer than six pages; more will require rebinding of the volume. If the number of pages is significant, consideration should be given to binding the replacement pages separately if they represent a distinct unit such as a chapter, entire article or issue.

V. Sample policy statements

Sample statements for the Business Library and the Butler Collection are appended. These statements are samples only and have not been officially approved.

VI. Recommendations

The Preservation Policy Committee makes the following recommendations:

1. That each Department, Division Chief and Distinctive Collection Librarian set annual goals for preservation activities and that those goals and accomplishments be reported to the Resources Group Director for the Annual Report.

2. That a survey of library backlogs be made to determine the extent of deterioration of materials in them and plans made for the preservation of materials before they are added to the collection.

3. That guidelines for transfer to the Rare Book and Manuscript Library and other special collections be reviewed and materials actively identified for transfer.

4. That consideration be given to the establishment of restrictive access policies and collections for items which are of great value, but continue to fall outside the scope of the special collections.

5. That budget lines for replacements be established for all acquisition budget units.

6. That a preservation budget be established for conservation treatment and housing supplies for each Departmental Library and Distinctive Collection.

7. That the library administration continue to seek funding for a storage facility to replace other storage areas with poor environmental conditions, to provide new storage, and to renovate existing library facilities which have poor environmental conditions, including relampling, temperature, humidity and filtration controls.

8. That each Department Librarian and Distinctive Collection Librarian, and the General Library Selection Officer prepare a written preservation policy statement. This statement should be prepared in consultation with bibliographers, other library units that collect in the same areas, subject specialists, and other appropriate persons.

BUSINESS LIBRARY

I. Type of Library

The Business/Economics Library collects monographs, serials, and microforms to support research and teaching for the Graduate School of Business, the Department of Economics, and related programs. Items are collected for permanent retention and are to preserved. Exceptions are some serial titles, reserve items, and ephemera.

II. Preservation Decision Points

1. Acquisitions

Decisions will be made on the retention of journals in microform; whether binding or filming is desirable for foreign publications. Paperbound materials are bound before being added to the collection. Materials received in poor condition are returned to the publisher when possible.

2. Reference

Decisions are made by Reference Staff in the following cases: the identification of missing pages by patrons; improper or incorrect binding identified by patrons; reference books that have deteriorated.

3. Circulation

All monographs and bound serials to be reshelved are scanned for preservation problems; items paged for readers from B202 are given special attention; books are examined for problems before circulation.

4. Interlibrary Loan

The ILL assistant reviews all items before they are sent out. The decision is made in consultation with the Librarian to circulate, not circulate, or note treatment needed when the item is returned.

5. Reserves

When an item is removed from Reserve circulation, rebinding is considered if it has been heavily used.

6. Binding

The Binding Clerks and Technical Services Supervisor monitor all materials going out and coming in from the binders. Mutilated and missing material are given special attention. Potential preservation problems, microform retention decisions, items lost at the binder, etc. are brought to the attention of the Librarian. Materials to be sent for preservation binding or repair are selected and monitored by the Technical Services Supervisor.

III. Methods of Treatment

1. Deteriorated and Missing items

1. Monographs

Monographs are cataloged and are bound before they go to the shelf. When deteriorated, the Technical Services Supervisor, in consultation with the Librarian, decides upon the method of preservation. Most damaged items are sent to be rebound, repaired, or placed in protective enclosures. If a reprint is available for badly damaged items, it will be the preferred option, unless there is something distinctive about the original. Little effort is made to locate monographs on the out-of-print market. If pages are missing, the preferred option is replacement if still in print. ILL is used in some cases for hard to locate missing pages.

2. Serials

Serials are bound as soon as feasible except for newspapers and trade journals which are usually retained in microform only. If microfilm is not available for a newspaper title, the title is not retained for more than a year. Certain serial titles (newsletters, chamber of commerce promotional publication or statistical releases which are cumulated in another serial) are kept only two years. Certain scholarly titles are bound, and also retained on microfilm. Paper copies of trade journals and newspapers are discarded when the microforms are received. Missing issues are not ordered for the two year discard items but are ordered for other serial titles except for statistical serials which have cumulative issues. These are bound with lacks.

If pages have been removed from an unbound serial, every effort is made to replace the entire issue. If pages have been removed from a bound serial, the following options are considered:

a. replacement pages ae ordered through book acquisitions

b. replacement issue or reprint of an issue is ordered

c. if many pages are missing, a microform of that entire year might be ordered even though that title is not normally retained in microform

d. if replacement pages cannot be easily rebound, the replacement pages are bound separately

e. a document delivery service migh be used if a missing article is needed quickly.

3. Microforms

Damaged film or fiche is usually replaced immediately. No effort is made to obtain a paper copy to replace a microform. Special folders have been designed to protect the corporate report microfiche. Every effort will be made to purchase only equipment for reading/copying which will protect microforms from damage.

4. Ephemera

Items in the vertical file, hard copy corporate reports, and Scudder file items are withdrawn if they become deteriorated. Bound volumes from the Scudder Files are retained, but the library has not continued the policy of binding corporate reports.

IV. Withdrawal Policy

The Business Library will withdraw or transfer the following types of materials:

a. Superceded textbooks;
b. Reprints of articles;
c. Candidates for transfer to a more appropriate library, e.g. census materials, League of Nations documents, etc.
d. Out-of-print books which have not been returned from circulation that are no longer of value, e.g. how-to titles, materials in which later editions are available;
e. Materials available in microform in another CUL location, e.g. city directories, foreign statistical serials.

Sample Preservation Policy

BUTLER GENERAL COLLECTION

I. Type of Collection

The Butler General Stacks collection is a research level collection in which materials are acquired for long term retention. In some subject areas it is considered a library of record, e.g. RLG Primary Collecting Responsibility subjects. The collections support the research needs of faculty, students, and researchers in the humanities and in historical studies. The Microform Reading Room has the responsibility for microforms, and the Periodical Reading Room is responsible for the acquisition and first time binding of serials.

II. Preservation Decision Points

1. Acquisitions

Copies will be added if a. the subject is one in which past experience indicates that the likelihood of theft will be high, e.g. extreme public opinion, sex, cinema, or the classics; or, b. an unreturnable duplicate or gift of a substantial text is available.

2. Circulation

Deteriorated, missing or damaged materials are identified by the circulation staff; decisions as to commercial or inhouse rebinding are made at this point.

III. Methods of Treatment

A. Deteriorated items

1. Materials that can be commercially rebound are sent to the binder at the earliest practicable moment after they have broken down.

2. Materials that cannot be rebound are treated as follows:

a. They are first searched in the general catalog and in reprint catalogs to determine the existence of other editions, formats, and departmental locations, as well as whether or not reprints are commercially available.

b. They are next referred with the "Circulation Replacement Decisions and Search Forms" (see attached) to the appropriate book selector. The decision will be made as to withdrawal based on guidelines in Section IV., replacement, protective enclosure, or inhouse filming.

B. Missing Items

Missing items identified by circulation are searched to determine whether other copies or editions exist in the system, then referred to the appropriate book selector. The following guidelines are followed:

a. Items which are deemed impractical or unworthy of replacement are immediately withdrawn. This is routine for the following materials: cinema, especially the popular heavily illustrated materials; rare and illustrated books for which no replacement is likely or affordable; popular topics like sex, drugs, and the occult.

b. Items to be replaced are searched to determine commercial availability. Available replacements are immediately ordered.

c. Items for which no commercially available replacement exists are re-referred to the selector who may order microfilm from another holding library if the volume is deemed necessary to the collection.

IV. Withdrawal Policy

The General Library will withdraw materials under one of the following circumstances:

a. When materials are out of scope of the collection. This type of material will be offered to appropriate selectors within the CUL, and if wanted transfered, if not withdrawn;

b. When materials have been superseded and earlier editions are of no value;

c. When copies in better condition are elsewhere in CUL;

d. The item is commercially available.

APPENDIX B Reprographic Services and Order Forms

1) Price List
2) Photograph Order Form
3) Microform Order Form

PRESERVATION RECORDS OFFICE
Box 17, Butler Library

COLUMBIA UNIVERSITY LIBRARIES
New York, New York 10027

PRICE LIST
REPROGRAPHIC SERVICE FEES & CHARGES
1983

ESTIMATES - $5.00 per title IN ADVANCE

MICROFORMS

16 or 35mm MICROFILM *

New filming	15c/exposure (minimum of 100 exposures)
Copy from existing negative	$10.00/25 feet or fraction thereof

* Special handling of rare or brittle materials — additional 10c/exposure minimum.

PHOTOGRAPHS

Black & White Prints (up to 8"x 10"))	
Negative & first print	$14.00
Additional print from same negative	$ 7.00
Print from existing negative	$ 7.00
Exhibition/Archival print	$20.00
Printing to scale, per negative	$ 3.00

Black & White Copy Negative Only	
Negative size at the discretion of photographer	$ 7.00
Color Transparencies	
35mm slides (minimum of 4)	$ 3.50 e
4"x 5"	$35.00 e

(Captions omitted unless otherwise specified; special needs must be discussed in advance.)

ADDITIONAL CHARGES, as applicable

Bibliographic fee for identifying and locating requested material	$5.00/ti
Billing fee for invoice processing	$2.00/invo
Packing & Postage	$1.00 minimum

RUSH CHARGES:	
Microform, four weeks	$40/title extra
Photographs	$20/print extra

RATES SUBJECT TO CHANGE WITHOUT NOTICE

ORDERING INSTRUCTIONS

Orders should be typed, and must include:

1) Complete bibliographic information - author, title, publisher, date & place of publication, volume, and pages desired; cite source of this data, and Columbia Libraries' call number if known.
2) Time limit if applicable, i.e. "Not wanted after ________________."
3) Name and address for billing and delivery.

Use of standard "Library Photoduplication Order Form" or "Request for Loan or Photocopy Form," available from library supply houses, will facilitate handling your order.

See also: GENERAL CONDITIONS OF SERVICE

ALL REPRODUCTIONS ARE PREPARED ON ORDER AND CANNOT BE RETURNED FOR CREDIT

Direct orders to:
Preservation Records Office
Box 17, Butler Library
Columbia University
New York, New York 10027

R59.4Rev(4/83)5C

PRESERVATION RECORDS OFFICE, Box 17 Butler Library, Columbia University Libraries, New York, NY 10027

GENERAL CONDITIONS OF SERVICE

The Library will reproduce material in its collections which is, in its judgment, properly available for duplication. It performs such service to facilitate research, in lieu of loan or in place of manual transcription. See current PRICE LIST for service fees and charges, and ordering instructions.

COPYRIGHT

All responsibility for questions of copyright must be assumed by the user.

RESTRICTIONS

The Library reserves the right, at its discretion:

- to limit the number of copies made;
- to retain the negative;
- to restrict the use or further reproduction of rare or valuable material;
- to make special quotations on materials involving unusual difficulty or special circumstances;
- to charge fees on an individual basis for meeting unusual specifications;
- to refuse requests for restricted materials;
- to decline requests that would risk damage to the original;
- to decline to copy less than a complete volume.

ESTIMATES

Approximate costs can usually be calculated on the basis of the published Price List. The Library will provide cost estimates in advance if requested, but only upon receipt of a non-refundable service fee. We regret the necessity for imposing this fee; but the time required to provide estimates seriously interferes with timely completion of firm orders.

DELIVERY TIME

For orders of moderate size and complexity, photographs are usually completed within one month; microforms within four months. Large orders, and those presenting special problems due to format, nature or condition, may take substantially longer. The Library strives for a first-in first-out processing of orders, but this is often disrupted when requested materials are on reserve, charged out to patrons, or present special problems in locating and/or handling. Status reports can be provided, but should not be requested unless the above "usual" delivery time has been exceeded. Should the material be wanted only if it can be provided before a certain time, the order should clearly state: "Not wanted after: ____________."

RUSH SERVICE

Some orders may be accepted on a "RUSH" basis, for a substantial service fee. The Library may, at its discretion, refuse a "Rush" order when existing production commitments warrant.

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, UNITED STATES CODE) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

PAYMENT

A bill will be sent with the reproductions, due upon receipt. Checks should be made payable to COLUMBIA UNIVERSITY, and must include the bill's transaction number to insure proper credit. (The service fee for estimates must be paid in advance.)

Since reproductions are prepared on order, they cannot be returned for credit: patrons remain liable for payment, unless the order was not filled by a "Not wanted after ____________" date clearly specified in the original request.

MAILING

Unless otherwise requested, microforms and photographs to be mailed will normally be sent first class, foreign delivery will be sent second class air mail. The Library is not responsible for loss or damage in the mails, unless written instructions are given in advance to provide insurance at added cost. Partial shipments of large orders may be made at the Library's discretion.

PERMISSION FOR PUBLICATION

For permission to use photographs for commercial purposes, in accordance with the Libraries' Permissions Policy Statement, please contact:

Preservation Department
Room 110 Butler Library
Columbia University
New York, New York 10027

I have read and agree to the Conditions of Service.

Signature: ______________________

Date: ______________________

PHOTOGRAPH ORDER (yellow form)

NAME: ____________________

ADDRESS: ____________________

____

____

TELEPHONE # ( ) ____________________

☐ Pick up ☐ Mail

ORDER INFORMATION (one title per form)

Call No.

Vol.

Author: ____________________

____

Title: ____________________

____

____

Pages: ____________________

____

☐ RUSH SERVICE: See additional charges on Price List & Conditions of Services.

All rush orders must be confirmed with the Reprography Laboratory, 110 Butler Library, 280-4884.

Signature ____________________ Date: ____________

Internal Only: Approved by ____________________ Date: ____________
Library ____________________

050286

Order #: PH ___ - ____________

Date: ____________________

ORDERING INFORMATION:

BLACK & WHITE

____ New 4x5 Neg. @ $7.00............$______
____ 8x10 Print from Neg @ $7.00.....$______
____ 11x14 Print from Neg @ $15.00...$______
____ 8x10 Exhib/Arch Print @ $20.00..$______
____ Printing to Scale @ $3.00/ea....$______

COLOR

____ 35mm slides (min 2) @ $3.50/ea..$______
____ 4x5 transparancy @ 35.00........$______

* * * * * * FOR INTERNAL USE ONLY * * * * * *

____ TOTAL # Items

____ Bibliographic fee @ $5.00/title.$______
____ Postage (min $1.00)............$______
____ Invoicing @ $2.00..............$ 2.00
____ Rush Fee ....$______
____ Other: ....$______

TOTAL DUE: $______

INVOICE #: ____________ DATE: ____________

SPECIAL INSTRUCTIONS:

____ Rush Service ____ Neg for Customer Only

____ Not wanted after ____________
____ Large order (5 items & up)
____ Oversize (over 16x20)
____ Item in mylar
____ Other: ____________

COLUMBIA UNIVERSITY LIBRARIES
PRESERVATION DEPARTMENT -- MICROFORM WORKSHEET MN#

BIBLIOGRAPHIC RECORD:

Name ____________
Rec'd ____________
Order:
__NF; __DP; __DN; __CN

Billing:

___ Exposures . . $______
___ Footage . . . ______
___ Bib. Fee . . ______
___ Spec. Handling ______
___ Billing . . . ______
___ Postage . . . ______
___ Insurance . . ______
___ Other . . . . ______

TOTAL = $________

Invoice #/Date:

Call for Material ____________; Material received/pulled ____________
Create Microform:
___ Customer
___ Pres.(Unit__________);
___ Discard Original
___ Retain Original, reason__________

SEARCH REPORT:

___ MN Catalog
___ GC
___ SL
___ OSC
___ ME file
___ RLIN
___ Other

___ NRMM 65-75,76,77,78,79,80,81,82
___ GMIP
___ NYPL Microf. Reg.
___ SIM
___ BOD
___ Diss Absts
___ Other

___ Microform Available:

PREPARATION:

Collation: __ Complete;
__ Missing

Borrowing: __ NUC Sources; __ ULS

Requested from: __NN, __LC, __Cty,
__MH, __CU, __ILL, __Other

Date: ____________
Rec'd: ____________

COMPLETED:

___ Bibliographic Tar.
___ Eye-legible Target
___ Optional Targets
___ 2 Temp. MN cards
___ Lab Instru. card

MF#

INFO. TO CATALOGING:

RLIN: Date Queued ____________; ID# ____________
Date Updated ____________
MASTER NEGATIVE # ____________

MICROFORM ORDER

Name: ______________________________
(Please Print)
Address: ______________________________

☐ Pick Up (Tel.# __________) ☐ Mail

ORDER INFORMATION: (One title per form)

Call No.

Author:

Title:

Date:

Vols, pp.

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

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Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I have read and agree to the conditions above.

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Signature /Date

MF# __________

COLUMBIA UNIVERSITY LIBRARIES
Preservation Records Office
110 Butler Library
New York, New York 10027

INSTRUCTIONS: (Internal Use Only)

☐ Positive Print from Existing Negative

MN# or location __________

☐ Master Negative for Libraries

  ☐ Positive Print for Customer

  ☐ Positive Print for Libraries

  Catalog for __________

☐ Negative Only

☐ Negative to Copyflo Specifications

Special Instructions: __________

Library/Department: __________

Signature: __________

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APPENDIX C Preservation Training Session Handouts

1) Treatment Chart
2) Inspection - Commercial Bound Volumes
3) " - Publisher Bound Volumes (hardback books)
4) Photocopying Missing Pages

BOOKS FOR PRESERVATION TREATMENT

PAPER	DIAGNOSIS	TEXT BLOCK		COMPLETE?		SOLUTION
		Intact	Broken	Yes	No	
Brittle	Paper cannot withstand 3-fold test	X	X	X	X	Preservation case, replace, microfilm, withdraw. Place on review shelf.
Border-line	Paper does withstand 3-fold test, but no more, ie. a slight tug or 4th fold.	X	X	X		In-house binding
		X	X		X	Photocopy missing pages on acid-free paper and send for in-house binding, or replace, microfilm, or withdraw.
Not brittle	Paper withstands 3-fold and then some, ie. a slight tug, 3 more folds.	X	X	X		Send to commercial binder.
		X	X		X	Photocopy missing pages on acid-free paper and send to commercial binders, or replace, microfilm, withdraw.
Gaylord Pamplets						
brittle paper	Fails 3-fold test	X	X	X	X	Preservation case, replace microfilm or withdraw.
paper okay	Passes 3-fold test	X		X		In-house binding.

Pre-1800 imprint - preservation case
1800-1825 imprint - if in original binding have a preservation case made unless volume in hand is part of a set which has some rebound volumes; if covers are missing and paper is okay send for commercial binding.
3-fold test - for books over 100 pages long fold lower corner of page 50
- for books under 100 pages long fold corner of the page located about 1/3 from pg.1

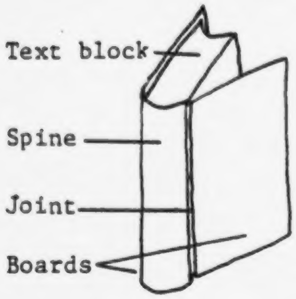
INSPECTION PROCEDURES
Materials Processing
April 1986 Doc. 26

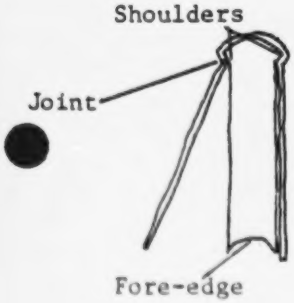
Commercial Bound Volumes

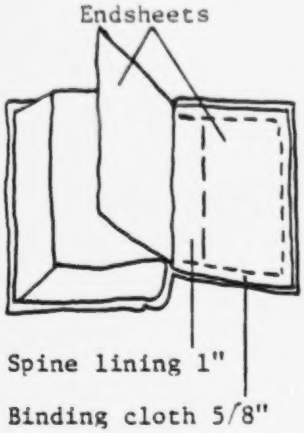
1) Does the spine lettering match the binding slip?

2) Check to see if volume is properly processed: stamped, pocketed and plated.

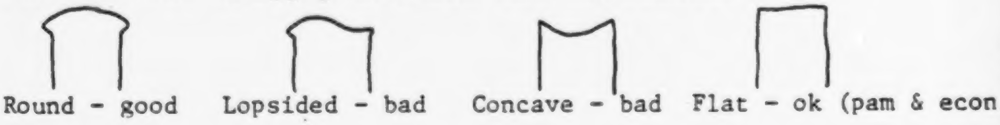
WHAT TO LOOK FOR







3) Inspect the binding:
- Are the binding cloth and edges of the text block free of dirt and glue?
- Are the joints parallel, and deep enough to hold the shoulders of the text block spine?
- All volumes should be rounded and backed, except pamplet/economy bindings. Check to see that text block is nicely rounded at head and tail. Do the boards fit snuggly beneath the shoulders?



- Are the boards square with the text block? Do they extend a uniform 1/4" from text block at head, tail and fore-edge?
- Have trimming instructions been followed? Volumes trimmed by commercial binders are always very smooth. If you can see any trace of print on edges of the closed volume text may have been lost.
- Are the endsheets glued smoothly to the boards and are they the same size as the pages of the volume?
- Has 5/8" of the binding cloth been folded over the boards? Is the cloth held down securely by the endpapers?
- Does the spine lining extend at least 1" onto each board?
- Have all binding instructions been followed as regards trimming, folded material, original sewing, pockets, errata, color, etc?
- Check for physical problems such as loose leaves, sloppy binding, lost text from overtrimming, upside down or reversed pages, or other damage.
- Does the book open easily and stay open?

4) Make sure binding slip is placed in volume behind title page, sticking out of top of volume & facing forward with location easily visable. All stray papers and copies of binding slip should be assembled together.

5) Stamp date of inspection on back cover of volume at bottom of pasted down endpaper.

6) After inspection distribute volumes as follows:
- Place on Serials Cataloging truck volumes with binding slips marked "Route through Serials".
- Place General Library books on General/Circulation truck.
- Place all other volumes on appropriate shelves in the mail room.

INSPECTION PROCEDURES
Materials Processing
April 1986 Doc. 26

Publisher Bound Volumes

1) Check call# label with the number penciled in on the verso of the title page. Make sure that any bibliographic material with volume agrees with info on verso. (If call# on title page verso does not match rider, return book to Catalog Maintainence, Cataloging with Copy or Serials Cataloging with an R55 explaining problem.)

2) Check property stamp also with verso.

3) See that books requiring them have pockets and plates.

4) Check to see that any special instructions from the catalogers (tip-in errata, make pocket for loose material, bookplates etc.) have been followed.

5) Look for physical problems such as loose leaves, brittle paper or damage to binding. Bring these problems to Elaine's attention.

6) Remove paperclips from book pages and place all bibliographic material together behind title page.

7) Stamp date on the bottom of pasted down endpaper on back cover.

8) Sort books by library for shipping.

9) All volumes for Butler collections must be tattle-taped. Rush books are to be tattle-taped by whoever inspects them; non-rush volumes will be tattle-taped by student workers.

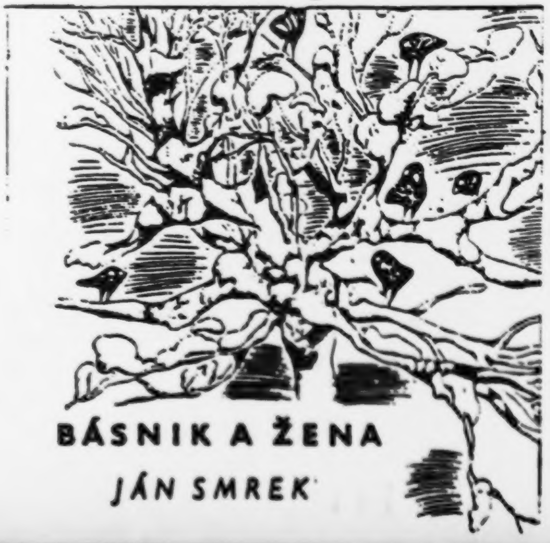
10) Count total number of volumes inspected and/or tattle-taped, and record counts on statistics sheet.

11) Distribute books on shelves in mail room.

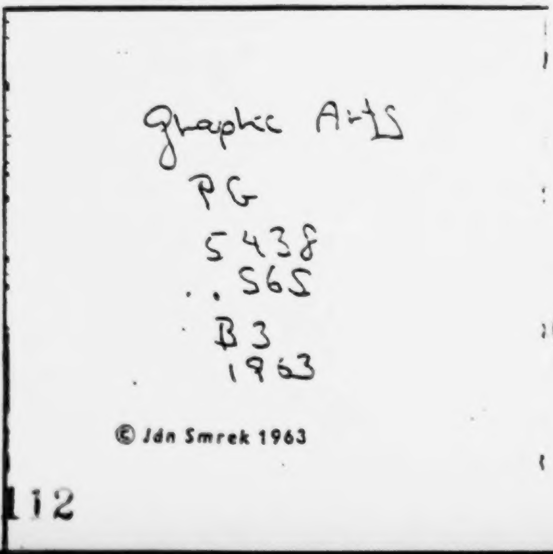
Spine & Call#

ck básnik a žena
PG
5438
.S65
B3
1963

Title Page



Verso


Graphic Arts
PG
5438
.S65
B3
1963

© Ján Smrek 1963

This is a sample of a correctly photocopied replacement for a missing page. If you hold it up against the light you'll see that the pages line-up (more or less). This is very important for future binding. A watermark with the words Permalife or Permadur indicates an acid-free paper.

HOWAR
Permal

chelle, have intimate relations with Anne of Austria, deal with the Fronde). In this ("real") picture the imaginary characters are introduced, though they display feelings that could also be attributed to characters of other periods. What d'Artagnan does, in recovering the Queen's jewels in London, he could have done as well in the fifteenth century or the eighteenth. It is not necessary to live in the seventeenth century to have the psychology of d'Artagnan.

In the historical novel, on the other hand, it is not necessary for characters recognizable in normal encyclopedias to appear. Take *The Betrothed:* the best-known real character is Cardinal Federigo, who, until Manzoni came along, was a name known only to a few people (the other Borromeo, Saint Charles, was the famous one). But everything that Renzo, Lucia, or Fra Cristoforo does could be done only in Lombardy in the seventeenth century. What the characters do serves to make history, what happened, more comprehensible. Events and characters are made up, yet they tell us things about the Italy of the period that history books have never told us so clearly.

In this sense, certainly, I wanted to write a historical novel, and not because Ubertino or Michael had really existed and had said more or less what they say, but because everything the fictitious characters like William say *ought* to have been said in that period.

I do not know how faithful I remained to this purpose. I do not believe I was neglecting it when I disguised quotations from later authors (such as Wittgenstein), passing them off as quotations from the period. In those instances I knew very well that it was not my medieval men who were being modern: if anything, it was the moderns who were thinking medievally. Rather, I ask myself if at times I did not endow my fictitious characters with a capacity for putting together, from the *disiecta membra* of totally medieval thoughts, some conceptual hircocervuses that, in this form, the Middle Ages would not have recognized as their own. But I believe a historical novel should do this, too: not only identify in the past the causes of what came later, but also trace the process through which those causes began slowly to produce their effects.

If a character of mine, comparing two medieval ideas, produces a third, more modern, idea, he is doing exactly what culture did; and if nobody has ever written what he says, someone, however confusedly, should surely have begun to think it (perhaps without saying it, blocked by countless fears and by shame).

In any case, there is one matter that has amused me greatly: every now and then a critic or a reader writes to say that some character of mine declares things that are too modern, and in every one of these instances, and only in these instances, I was actually quoting fourteenth-century texts.

PHOTOCOPYING MISSING PAGES FOR BINDING

Volumes with missing pages should not be bound incomplete. An attempt should be made to supply Materials Processing or the Conservation Lab with photocopies of missing pages when the book is sent down for binding. Often the library will have another copy of the book from which to make these copies. In other cases copies of replacement pages will be available only through Inter-library Loan. (It takes ILL about one month to get these pages, but in most cases the wait is well justified.)

The following guidelines, schematic though they are, should be adhered to when making photocopies.

1) Use acid-free paper. A supply is available in the Preservation Department and can be provided to each library upon request.

2) Use highest contrast setting possible, but minimize grey background. Just keep in mind that many people will need to read the text and consult illustrations, graphs, etc. in the years to come.

3) Be sure image is properly fused to the paper, if the image smudges fusion is incomplete and copier might need repair.

4) Copy one page at a time and, if possible, make double-sided copies. Recto of original page should be recto of photocopy.

5) Align pages consistently to facilitate binding. When making double-sided copies be sure recto and verso are back to back. See attached sample of a correctly copied page.

6) A minimum border of 3/4" should be allowed on left margin of recto for tip-ins, 1 1/2" for rebinds.

7) Copy everything in original text.

MATERIALS PROCESSING Document 20 September 1986

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